

Lihue Missionary Church Worker Selection and Participant Safety Policy

Effective October 9, 2026

Lihue Missionary Church (LMC) is committed to providing a safe environment for those participating in our ministry activities—including children, youth, and vulnerable adults. We also seek to minimize any vulnerability to unwarranted accusations of improper behavior that our church, volunteers, and employees may experience as they fulfill their ministry duties. To abide by these commitments as fully as possible, our elder board has adopted the following procedures to be used, without exception, when selecting volunteers and employees, and when supervising children, youth, and vulnerable adults.

DEFINITIONS

Minor—A person from birth through age 18, and an 18-year-old still enrolled in high school.

Child or Children—A minor from birth through 5th grade.

Youth—A minor from after 5th grade through 12th grade, and an 18-year-old still enrolled in high school.

Vulnerable Adult—A person age 18 or older who is unable to legally consent, unable to comprehend the nature of certain actions, or susceptible to coercion or abuse. This may include the elderly and individuals who are mentally or physically disabled.

Participant—A child, youth, or vulnerable adult.

Volunteer—A person performing services or donating time or effort without compensation who is authorized to work with children, youth, or vulnerable adults.

Employee—A paid staff member of Lihue Missionary Church.

Worker—A volunteer or employee who has been screened and is authorized to work with children, youth, and vulnerable adults.

Ministry Leader—A worker who is the leader and overseer of a particular ministry, or the designee of that person.

Elder or Elder Board—As further defined in the LMC Bylaws, the governing leadership of LMC.

Senior Pastor—As further defined in the LMC Bylaws, the representative for LMC and a member of the elder board.

WORKER SCREENING PROCEDURES

1. A candidate seeking a volunteer or employee position that involves working with children, youth, or vulnerable adults shall submit a completed ministry application (see forms below). A candidate shall be regularly involved in a church for at least six months before being considered for any ministry position involving contact with participants.
2. A ministry leader shall carefully review the ministry application, ensuring that the candidate is an appropriate match for the position.
3. If the candidate appears to be appropriate for the position, the ministry leader shall check at least two references (unless the candidate is personally known to them) to confirm the information that the candidate provided on the ministry application.
4. The ministry leader shall ensure that a criminal background check is acquired for a candidate who is age 18 or older through a reputable security company, and shall acquire updated background checks for all workers age 18 or older every 3-5 years.
5. In addition to checking references and acquiring a background check, the ministry leader may conduct an interview with the candidate.
6. A candidate who may pose a threat to participants shall be removed from consideration for any position.

CHECK-OUT PROCEDURES: CHILDREN

1. A worker shall remain at their assigned post until all children in their care have been picked up by an authorized person. A worker shall not release children to find their parents or allow children to wait unattended.
2. A worker may only release a child in their care to their parent or guardian, or a person authorized to pick up the child.

BATHROOM PROCEDURES: CHILDREN

1. All persons (i.e., children and workers) attending a Sunday morning children's program shall use the bathrooms located within the enclosed Children's Ministry area.
2. A child age 5 or older shall use the bathroom unassisted, unless assistance is required.
3. A child age 4 or younger (boys and girls) may be assisted by a worker in the bathroom as needed (a female worker when possible). The worker shall leave the bathroom door ajar.
4. A worker shall never touch the private areas of a participant except when necessary, as in the case of changing a diaper.

SUPERVISION AND TRANSPORTATION PROCEDURES: ALL PARTICIPANTS

1. TWO WORKERS RULE: Unless otherwise provided herein, at least two workers shall be present at every event involving participants. This includes every classroom, vehicle, or other enclosed area.

2. RULE OF THREE: When the ministry leader determines that the Two Workers Rule is not practical, at least three persons (including participants) shall be present, with at least one being a worker, provided that the Two Workers Rule shall be followed at all times for events where all participants are children under the age of 5.

EXAMPLES	
ALLOWED	NOT ALLOWED
2 workers 1 or more participants (child, youth, vulnerable adult)	1 worker 1 participant (any age), unless an exception applies
1 worker 2 or more 5-year-olds*	1 worker 2 or more 1-year-olds
1 worker 2 or more youth or vulnerable adults	1 worker 2 or more 4-year-olds
1 worker 1 child age 5* 1 child age 2	1 worker 1 child age 4 1 child age 2
<i>*If there is only one worker, there shall be at least 2 other people present with the worker, and at least one of those people shall be a participant age 5 or older.</i>	

3. A worker shall not be alone with a participant unless the ministry leader determines that a one-on-one interaction is permitted for spiritual counseling or mentoring of a participant. Any one-on-one interaction shall take place between a worker and a participant in a location where both are visible to others.

4. A worker shall not travel in a vehicle alone with a participant unless the ministry leader determines that the transportation is permitted. Any one-on-one travel requires use of equipment that records a visual of the travel and is available for review by the ministry leader and elders. When using the church van containing the recording device is not practical and a worker needs to transport a participant in a private vehicle, all of the following shall apply: (1) the worker shall obtain written permission (text message or other) from the participant's parent/guardian acknowledging that the worker has permission to transport the participant in a one-on-one setting, (2) a male worker shall never transport a female participant alone, regardless of parent permission. (Additionally, a worker shall be age 21 or older to transport participants, unless the ministry leader determines this is not practical.)

5. A worker shall avoid the appearance of impropriety, such as sitting older children on their lap, kissing or prolonged embracing of participants, or similar conduct.

DISCIPLINE: ALL PARTICIPANTS

1. A worker shall not spank, hit, grab, shake, or otherwise physically discipline anyone. Physical restraint may only be used in a situation where it is reasonably necessary to prevent a person from physical self-harm or harm of others.
2. A worker shall report disciplinary problems to the ministry leader via completion and submission of an [Incident Report Form](#). Either the worker or the ministry leader shall also report to the participant's parent or guardian.

INJURIES, ILLNESS AND OTHER SAFETY CONCERNS: ALL PARTICIPANTS

1. A person who is ill (with a fever over 99 degrees or a communicable disease that can be transmitted by cough or touch) shall not participate in any ministry event.
2. Only a suitable worker may replace a worker who is ill.
3. A participant who is discovered to be ill shall be immediately returned to their parent or guardian, or a person authorized to pick up the participant. If immediate return is not possible, the ill participant shall be isolated in a manner that allows monitoring by a worker until the participant can be returned.
4. A worker shall take reasonable steps to avoid contact with blood, saliva, or other bodily fluids.
5. A ministry leader who becomes aware of an injury to a worker or participant shall ensure that proper medical attention is given to the injured person and provide for continued monitoring of the remaining participants.
6. A person who receives an injury that is obviously minor shall be given first aid as needed at the time of the injury. When a participant has been injured, a worker shall notify the participant's parent or guardian, or a person authorized to pick up the participant, of the injury upon pick up. If the participant leaves independently (as is possible in the case of a youth or vulnerable adult) their parent or guardian shall be notified as soon as possible after departure.
7. Any injury that may require medical treatment beyond simple first aid shall be given immediate attention. A worker shall immediately notify the parents or guardians of an injured participant and the ministry leader. If warranted by the injury, emergency medical personnel shall be called.
8. A worker shall complete a written [Incident Report Form](#) whenever a participant injury occurs and promptly forward the report to the ministry leader.
9. All other safety concerns including, but not limited to, bullying, threats of harm, verbal reports of harm, participant sexual misconduct, and participant rule-breaking, shall be reported by a worker by completing a written Incident Report Form. The applicable ministry leader shall follow up by notifying parents and applying disciplinary action, according to their discretion. Completed Incident Report Forms shall be filed in a secure location.

VIOLATION OF THE PROCEDURES MANDATED BY THIS POLICY

1. A worker shall promptly notify their ministry leader when they or others violate any procedure mandated by this policy.
2. A ministry leader who becomes aware of a violation of any procedure mandated by this policy shall take all necessary steps to ensure future compliance, including removing a worker from their position, if necessary.
3. If the elder board or ministry leader determines that a volunteer is unsuitable for working with participants, the volunteer shall immediately be removed from their position and shall reapply if they want to be considered in the future for positions involving work with participants or similar groups.
4. If the elder board or ministry leader determines that an employee is unsuitable for working with participants, the employee shall immediately be prohibited from working with participants and shall reapply if they want to be considered in the future for positions involving work with participants or similar groups. Additionally, consistent with the established employment practices of Lihue Missionary Church and the advice of legal counsel, the elder board shall determine whether the employment of the employee shall be terminated.

SUSPICION OF ABUSE OR NEGLECT AND MANDATORY REPORTING: ALL PARTICIPANTS

1. Generally speaking, as of the effective date of this policy, persons who work with participants have a responsibility to report past, present, or future abuse or neglect caused by the participant's caregiver. Persons who are not mandated reporters are also encouraged to report suspected abuse or neglect. Child abuse or neglect refers to any acts or omissions by a person or legal entity related to, residing with, or responsible for a child's care that result in harm—or a reasonably foreseeable, substantial risk of harm—to the physical or psychological health and welfare of a person under the age of 18. The law defines vulnerable adult abuse or neglect as "any of the following, separately or in combination: physical abuse, psychological abuse, sexual abuse, financial exploitation, caregiver neglect, or self-neglect." More information regarding this topic is available by calling the applicable hotline or reviewing Hawaii Department of Human Services website materials and Hawaii Revised Statutes Chapters 346 and 350.
2. Any worker who is not comfortable making a report is encouraged to discuss the matter with the church's children or youth ministry employees or the senior pastor or member of the elder board, who will help determine whether a report is warranted. No worker shall conduct their own investigation, but must abide by best practices as outlined by the Hawaii Mandated Reporter Training.
3. All church employees working in roles related to participants, as well as the senior pastor and elders shall complete [Hawaii Mandated Reporter Training](#). The certificate of completion shall be emailed to the church's administrator to be printed and kept in the designated binder in the office. Other workers are strongly encouraged but not required to complete this training.
4. In emergency situations or in cases of immediate threats of violence, call 911.

Important Phone Numbers at Hawaii Department of Human Services:

Child/Youth Abuse or Neglect Hotline: 808-832-5300
Vulnerable Adult Abuse or Neglect Hotline: 808-832-5115

CRIMINAL PROCEEDINGS AND OTHER SERIOUS MATTERS

1. Lihue Missionary Church shall not interfere and shall cooperate fully with a pending law enforcement investigation of abuse or neglect, or allegations of injury or other matters.
2. One individual—the senior pastor, another member of the elder board, or legal counsel—shall be the designated spokesperson to handle all inquiries, including from the news media. The spokesperson shall be the only person to convey information concerning the situation, doing so in a prudent manner to avoid compromising an ongoing investigation and to maintain the privacy of the persons involved.
3. A volunteer may be removed from their position at any time for any reason. A volunteer shall be removed from their position if any of the following occur: (A) the volunteer admits to participant abuse or neglect, (B) the volunteer is found guilty of participant abuse or neglect, or (C) the volunteer is for any reason deemed not suitable to work with participants.
4. An employee may be temporarily removed from involvement with participants. Consistent with the established employment practices of Lihue Missionary Church and the advice of legal counsel (if applicable), the employment of an employee shall be terminated if any of the following occur: (A) the employee admits to participant abuse or neglect, (B) the employee is found guilty of participant abuse or neglect, or (C) the employee is deemed not suitable for employment.
5. Upon the admission or conviction of a worker for abuse or neglect of a participant, the elder board shall promptly notify Lihue Missionary Church's insurance carrier (general or professional liability insurance) and the Missionary Church headquarters.

ANNUAL REVIEW MEETING AND REGULAR REVISION OF POLICY

1. The elder board, or its designee, shall annually convene a meeting to review the procedures mandated by this policy with all workers.
2. The elder board, or its designee, shall regularly assess the procedures mandated by this policy. When a revision is deemed necessary, this policy may be revised in accordance with the Lihue Missionary Church Bylaws. The elder board, or its designee, shall inform all workers of any revisions.

FORMS

[Mandated Reporter for Child Abuse or Neglect Form](#) (link to web form)

[Vulnerable Adult Abuse or Neglect Website](#)

[Hawaii Mandated Reporter Training](#)

[Guide for Mandated Reporters](#)

 [Incident Report](#) (paper form-in binders)

[Online ABLE MEDICAL FORM](#) (preferred over paper form)

[Able Medical Form](#) (paper form)

[Online LMC Kids Ministry Registration Form](#) (preferred over paper form)

[Online Children/Youth/Special Needs Ministry Volunteer Application](#) (preferred over paper application)

[Children/Youth/Special Needs Ministry Volunteer Application](#) (Paper form; Do not fill out page 3 unless volunteer is a minor)