

SECURITY POLICY FOR SHAWNEE MISSION UU CHURCH
(POLICY REGARDING DANGEROUS, DISRUPTIVE OR OFFENSIVE BEHAVIOR)
Revised October 2005

1. **PURPOSE OF POLICY:** Our Church strives to be an inclusive community, affirming our differences in beliefs, opinions, and life experiences. While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. Concern for the safety and well being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree that dangerous, disruptive or offensive behavior compromises the health of this congregation, our actions as a church must reflect this emphasis on security. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs is threatened, the source of this threat must be addressed firmly and promptly, even if this immediately or ultimately requires the expulsion of the offending person or persons.

2. **POSSIBLE SITUATIONS:** When behavior of an individual(s) within the church can be through prior knowledge anticipated to, or in fact does, cause members or visitors to voice their concerns about one or more of the following:

2.1 **PERCEIVED THREATS** to the safety of any adult or child,

2.2 **DISRUPTION** of church activities,

2.3 **DIMINISHMENT OF THE APPEAL OF THE CHURCH** to its potential and existing membership, then the response outlined below shall be the policy of the Church in dealing with such situations. Situations will be classified as either "3. Immediate Response Situations" or as "4. Referred Response Situations" and shall be responded to as outlined below.

3. **IMMEDIATE RESPONSE SITUATIONS:**

3.1 **ACTION:** In situations where an immediate response is required, action will be immediately undertaken by the President and Minister and Membership Chairperson in concert, or whoever of these three Church leaders is available, and/or the leader of the group involved. Such action may include: prevention of the person from participating, asking the offending person or persons to leave or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required the Police Department may be called by dialing 911.

3.2 **FOLLOW-UP:** Any time an immediate action is undertaken without the President and Minister and Membership Chair present, any of these three who were not present must be immediately notified by the leader taking the action and

an incident report made as per procedure. A copy of the letter sent to the offending parties involved (if appropriate - see "3.3 Guidelines" below), along with a memo explaining the situation and what action was taken, will be sent by the President, Minister and and/or Membership Chair to each Board Member, each Ombudsman Committee Member, and others as needed.

3.3 GUIDELINES:

3.3.1 SITUATION EVALUATION: The President and Minister and Membership Chair will respond in terms of their own judgment while being guided by the following approaches:

Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.

The President and Minister and Membership Chair will collect all necessary information.

To aid in evaluating the problem, the following points will be considered:

DANGEROUSNESS- Is the individual the source of a threat or perceived threat to persons or property?

DISRUPTIVENESS- How much interference with church functions is going on?

OFFENSIVENESS- How likely is it that prospective or existing members will be driven away?

To determine the necessary response by the President and Minister and Membership Chairperson in concert, the following points will be considered:

CAUSES- Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?

HISTORY- What was the frequency and degree of disruption caused in the past?

PROBABILITY OF CHANGE- How likely is it that the problem behavior will diminish in the future?

3.3.2 SITUATION ACTION: The President and Minister and Membership Chairperson in concert will decide upon the necessary response on a case

by case basis. However, the following three levels of response are recommended:

LEVEL ONE - COMMUNICATING CONCERN: The President and Minister and Membership Chairperson shall meet in concert, or designate someone to meet, with the offending individual(s) to communicate the concern face to face. A letter is optional at the discretion of the President.

LEVEL TWO - COMMUNICATING CONCERN WITH CONDITIONS FOR FUTURE PARTICIPATION: The offending individual(s) is excluded from the church and/or specific church activities for a limited period of time, with reasons and the conditions of return made in writing by the President and Minister and Membership Chairperson.

LEVEL THREE – COMMUNICATION OF PERMANENT EXCLUSION: The offending individual(s) is permanently excluded from the church premises and all church activities. Before this is carried out, the President and Minister and Membership Chairperson will consult with the Board of Trustees. If it is decided that the expulsion will take place, a letter will be sent by the President and Minister and Membership Chairperson explaining the expulsion and the individual's rights and possible recourse as outlined below.

4. REFERRED RESPONSE SITUATIONS: Often situations not requiring an immediate response as defined above may be referred to be handled by the procedure outlined in the *SMUUCH Conflict Resolution Guidelines*.

4.1 *SMUUCH Conflict Resolution Guidelines* are to be used where problems, which can normally be solved through an open, sincere discussion by the parties involved, are not getting resolved in this manner. In this case two classifications of remedies are offered:

4.1.1 **DURING CHURCH GATHERINGS:** if these disputes arise during a meeting or gathering of the church, the procedures and rules of *Robert's Rules of Order* will be the guide in dealing with the dispute.

4.1.2 **OUTSIDE OF CHURCH GATHERINGS:** if the dispute arises between church members and/or friends at times other than during a meeting or gathering of the Church body then a three step process for those who wish to obtain resolution of their dispute is spelled out. The first step tries to obtain resolution through direct communication, the

second step through third party Mediation and the third step through consultation of the Ombudsman Committee.

5. APPEAL OF ACTIONS TAKEN: Any action taken under the above situations may be appealed to the Board of Trustees.

6. DECISION GUIDE TO APPLY THE APPROPRIATE POLICY OR GUIDELINE:

DOES THE SITUATION: =====	POLICY OR PROCEDURE TO APPLY =====	RESPONSE OPTIONS =====	RESOLUTION ACTION =====
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Involve Dangerous or Disruptive or Offensive Behavior ----->	<i>Dangerous, Disruptive or Offensive Behavior Policy</i> ----->	<i>Incident Report</i>	
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AND ONE OF THE FOLLOWING:

Level 1 Communication ----->	OR	Level 2 Conditions ----->	OR	Level 3 Expulsion ----->	As Specified
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OR

Involve Conflict but safety is not an Issue? --->	<i>Conflict Resolution Guidelines</i> ---->	Inside Gathering ----->	<i>Roberts Rules</i> --->	As Appropriate
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OR

Outside Gathering ----->	S1-Communication->	OR	S2-Mediation->	OR	S3-Ombudsman Com->	As Specified
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OR

Unsure? ----->	Go to <i>DDOBP</i> Above			
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