

**New Hope United Methodist Church
Process for Response to an Accusation of Abuse**

Should you witness or suspect abuse, follow these steps. Do not interrogate or question the victim, suspected abuser, or any possible witnesses, as this may compromise a formal investigation and/or lead to greater risk of harm for those involved. All involved in this process are expected to keep the details as private as possible for the protection of both the victim and the accused.

Important names and phone numbers are on the back of this sheet.

1. If there is any reason to suspect immediate danger, ensuring everyone's safety is of the utmost importance. If needed, call 911 to request emergency responders.
2. Contact the pastor immediately. If the pastor is suspected to be involved in the abuse or cannot be reached, contact the Children & Family Ministries Director, the SPRC Chair, or the District Superintendent.
3. Together with the pastor or other person named above, contact the appropriate emergency services.
4. Provide a written report detailing the incident(s) and the response taken. Include as much detail as possible, including the date(s) and time(s). Keep a signed copy for yourself. A signed copy will be kept in a locked file in the church office.
5. Remember: the privacy of all involved is of the utmost importance. Do not share details with other church members, community members, or the media.

2022 Important Names & Phone Numbers

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| Pastor | Rev. Katie O'Hern Hamilton | 301-834-2762 (work cell) 585-794-9663 (personal cell) |
| Children & Family Director | Crystal Renn | 301-514-3088 (cell) |
| SPRC Chair | Sara Lewis | 240-818-6127 (cell) |
| District Superintendent | Rev. Eliezer Valentin-Castanon | 410-309-3480 (office) 202-235-3202 (cell) |
| Frederick County Child Protective Services | | 301-600-2464 (24/7 hotline) |