

CHILD PROTECTION POLICY OF
Fellowship Bible Church
February 28, 2006

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INTRODUCTION

Purpose of this Document

The Fellowship Bible Church acknowledges a need to develop a policy designed to reduce the risk of abuse or injury to infants, children and youth who participate in our programs. The church strives to be a place of worship and a place where children and adults are safe. Therefore, this policy has been developed to protect children and youth from all forms of maltreatment, abuse and accidental injuries. These policies are for the protection of staff and volunteers as well.

The definition of an abused or neglected child is --

A child whose mental or physical health is endangered or threatened by the actions or failure to act of the people responsible for the child's care.

Classification of Staff and Volunteers According to Their Duties

In order to screen staff and volunteers appropriately to their responsibilities, staff and volunteers will be classified into three categories: Workers, Occasional Workers and Teen Helpers.

Workers

All Workers must be 18 years of age or older. All paid staff and those volunteers who have been given authority to regularly supervise minors will be classified as Workers, and will be required to meet the appropriate screening standards.

Occasional Workers

All Occasional Workers must be 18 years of age or older. All paid staff and those volunteers who have been given authority to occasionally assist in the supervision of minors will be classified as Occasional Workers, and will be required to meet the appropriate screening standards. For example, a volunteer who works with children in a group setting, on or off church premises, and with an Adult Worker present may be classified as an Occasional Worker.

Teen Helpers

Children 13+ years of age may assist Workers but they may not take the place of a Worker. Teen helpers and their parents or legal guardians will be required to sign the "Agreement to Follow the Child Protection Policies and Procedures" as found on page 11.

Throughout this document, the term "Worker" shall refer to all three of the above listed classifications unless context demands a narrower application.

The Objectives of this Policy are to:

- Educate church Workers about abuse and how to prevent it.
- Enable church leaders and Workers to develop procedures and practices that reduce these risks.
- Protect Workers from mistaken or groundless allegations.
- Build parental confidence in church programs.
- Prepare church Workers to respond should an incident or accident occur.

Mission Statement

Because Jesus, as the shepherd of his flock said, "Let the children come unto me", the Fellowship Bible Church has developed and implemented a child abuse prevention policy to provide a safe and secure environment for the children and youth who are entrusted to our church. This policy sets forth procedures for taking specific actions to prevent opportunities for child abuse, for creating training opportunities for Workers ministering with children and youth, and for establishing a response plan in the event of an incident.

Administration of Policies

Supervision of Staff and Volunteers of Child Protection Program

The Board of Elders shall appoint someone to supervise the Child Protection Program. This program shall govern all church activities that involve custody of children and teens less than 18 years of age. An annual review will be conducted of the program and a report filed with the Elders.

Waiver of Policies

Church policies may be waived by the approval of the Supervisor of Child Protection and Elders for exceptional circumstances. Any waiver of policy should be made a matter of record.

Modification of Policies

The Board of Elders must approve changes in these policies. These policies may be modified or withdrawn by the church at any time. These policies are not intended to create an implied or express contract with any person. They are not intended to create a legally enforceable or binding promise or representation.

Activities Covered by These Policies

All activities of Fellowship Bible Church that require church Workers acting within the scope of their duties to have custody of persons less than 18 years of age shall follow these policies. This policy applies to all programs that are considered a ministry of Fellowship Bible Church but does not apply to other groups that use the church as a meeting facility, which are not a ministry of Fellowship Bible Church.

Operating Policies for All Children's and Youth Ministries

Statement of Purpose

An opportunity to teach and supervise children and youth is a privilege offered by Fellowship Bible Church. As a church, we believe that nurturing the spiritual, emotional and physical well-being of children is vital. This operating policy is intended to ensure that all interactions between Workers and children and youth are consistent with the example and teachings of Jesus Christ. All Workers who are entrusted with the care of our children and youth must always strive to be worthy of the example of Christ. Workers must understand the importance of providing a safe and secure environment and avoid any conduct that might appear to be inappropriate, even if no such conduct takes place.

Touching Policy

We live in an age where child abuse is a reality in our society. The church should deal with this issue as a "good shepherd" by taking steps to protect the children in our care. Fellowship Bible Church has implemented a touching policy that will safeguard our children while promoting a positive, nurturing environment for ministry to them. The policies below are to be carefully followed by anyone working with children and youth.

1. Hugs, kisses and other forms of appropriate physical affection between Workers and children are important for a child's development and are generally suitable in our church setting.
2. Physical affection should be appropriate to the age of the child or youth. (For example, it is generally appropriate for a four-year-old to sit on a nursery Worker's lap and give a kiss on the cheek, but it is not appropriate for a teenager and adult leader to behave this way.)
3. Touching behavior should not give even the appearance of wrongdoing. As ministry Workers our behavior must foster trust at all times; it should be above reproach.
4. A child's preference not to be touched should be respected. Do not force affection upon a reluctant child.

Selection and Screening of Staff and Volunteers

The following policies will be used by Fellowship Bible Church in reviewing applicants for positions in children's or youth ministry for all staff and volunteers.

Classification of Staff and Volunteers According to Their Duties

In order to screen staff and volunteers appropriately to their responsibilities, staff and volunteers will be classified into three categories: Adult Workers, Occasional Workers and Teen Helpers.

Confidential Interviews

All applicants must be interviewed by the ministry supervisor. A "Children's and Youth Ministry Application" and reference checks shall be completed before the interview. The interview is a forum to discuss the gifts and talents of the candidate, to determine how those gifts and talents can enhance the ministry of Fellowship Bible Church, and to explore any questions and/or concerns of the interview participants. Church policy and policies, including the Child Protection Policies and Procedures of Fellowship Bible Church will be discussed at the interview.

One-Year Rule

The applicant must be a member and have regularly attended Fellowship Bible Church for at least one year before becoming a Worker. This time of interaction between ministry leaders and the applicant allows leaders to better evaluate the suitability of an applicant for children's and youth work. In some situations this rule is not feasible and may be waived (such as church employees or interns who are not church members). If the one-year rule is waived, program leaders may take additional steps to screen the applicant at their own discretion.

Application Forms

Applicants must complete and sign an application and the related waivers giving permission to check references and background information.

Criminal Background Check

The Criminal Background Check is required for paid staff and for Worker positions and will be funded by the church.

References

Church leaders will obtain **at least** three references for each Worker. Whenever possible, the three references should include at least one person who has known the applicant well for an extended period of time and a former Supervisor of Child Protection. For applicants for compensated positions, additional former Supervisor of Child Protections may be checked. The person conducting the reference check will fill out the "Children's and Youth Worker Reference" form.

Auto Safety

Workers who drive vehicles while conducting church business or transporting children and/or youth must complete an "Auto Safety Certification" form. Drivers will be 18 years of age, will be insured, have and use the appropriate number of seat belts, and have a valid driver's license. These forms are to be kept on file.

Signatures on Policies

All applicants must review and understand the policies pertaining to their positions and agree to abide by them by filling out and signing the "Policies" form that is appropriate to their position.

Confidentiality of Information

The church will provide a locked file to keep confidential all information received in the applicant selection process. Selection information will be marked as such and stored with limited access afforded only to the Board of Elders, Supervisor of Child Protection, and the church's legal counsel.

All Workers will meet at least annually with the Supervisor of Child Protection to discuss any issues regarding these policies.

Training for Children's and Youth Ministry Workers

Fellowship Bible Church will train Workers how to keep young people safe. This training is mandatory for children and youth ministry Workers and other church Workers who may work with children's and youth ministry as deemed appropriate by the board of Elders.

The training will be required of incoming Workers. Refresher training will also be required of veteran Workers. The training will include the following information:

1. The nature of the problem, especially child sexual abuse.
2. Recognition of child abuse indicators in children and in Adult Workers who may be abusers.
3. Explanation verbally and in writing of policies and rules that apply to each category of Worker.
4. Discussion of expectations, avoiding the appearance of misconduct, monitoring coworkers' behavior, accountability for violation of rules.
5. Recognizing inappropriate behavior and situations open to problems or misunderstandings.
6. How to respond and when to report...
 - (a) What to do when you believe a child is the victim of inappropriate conduct by a church Worker.
 - (b) What to do when you believe a child in your program is a victim of abuse by family members or others.
 - (c) What to do when you believe that children in your program are involved in committing inappropriate sexual activities.
7. Discussion about appropriate and inappropriate touching.
8. Appropriate discipline techniques.
9. Who to turn to for advice or help.
10. Filing an Incident Report.

All Workers will meet at least annually with the Supervisor of Child Protection of Child Protection to discuss any issues regarding these policies.

Agreement to Follow the Child Protection Policies and Procedures

The congregation of Fellowship Bible Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult or teen that has any history of committing child abuse (either sexual abuse, physical abuse, or emotional abuse) will be allowed to work with children or youth in any church sponsored activity.
2. All Workers must have been a member and actively attending our church for at least one year before beginning a volunteer assignment.
3. All Workers shall observe the "Two-Adult Rule" at all times when working with children so that no adult is ever alone with children or youth with the exception of the bathroom policy.
4. All Workers must attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
5. All Workers shall immediately report to the Supervisor of Child Protection any behavior that seems abusive or inappropriate.
6. All Workers will meet at least annually with the Supervisor of Child Protection to discuss any issues regarding these policies.

Please answer each of the following questions:

1. As an Adult Worker, Occasional Worker or Teen Helper in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth? Yes No
2. As an Adult Worker, Occasional Worker or Teen Helper in this congregation, do you agree to observe the "Two-Adult Rule" at all times when working with children? Yes No
3. As an Adult Worker, Occasional Worker, or Teen Helper in this congregation, do you agree to participate in mandatory training and education events provided by the church related to your volunteer assignment? Yes No
4. As an Adult Worker, Occasional Worker, or Teen Helper in this congregation, do you agree to promptly report abusive or inappropriate behavior to the Supervisor of Child Protection? Yes No
5. As an Adult Worker, Occasional Worker, or Teen Helper in this congregation, do you agree to inform an Elder of this congregation if you have ever been or are ever involved in committing child abuse? Yes No

I have read this agreement, and I agree to observe and abide by the policies set forth above.

Signature _____ *Date* _____

(Also print full name) _____

Signature of Parent or Guardian if the Teen Helper is under 18 years of age:

Signature _____ *Date* _____

(Also print full name) _____

Policies For Working In Children's Ministries

Before You Can Begin Service:

- All Adult Workers, and Occasional Workers must be members and have regularly attended Fellowship Bible Church for at least one year before becoming a Worker.
- All Adult Workers and Occasional Workers must complete an application and interview before becoming a Worker or Occasional Worker.
- Church staff, or their representatives, will contact references listed on the application. At that time, an interview will be held with the applicant to determine how the applicant's gifts and talents can best be utilized within Fellowship Bible Church.
- The church can conduct a criminal background check and a registry check.
- A confidential file will be kept which will include the application, reference reports, and any other pertinent information. This file will be available to the applicant, the Board of Elders, Supervisor of Child Protection and Legal Counsel.
- Any adult or teen with prior verifiable misconduct (sexual, physical or emotional) will not knowingly be approved as a staff member or volunteer Worker with children or youth at Fellowship Bible Church.
- The applicant will read "Child Protection Policies and Procedures of Fellowship Bible Church" and sign the "Agreement to Follow the Policies".
- The applicant will agree to attend a training session on implementation of these policies when a session is offered by Fellowship Bible Church.

Policies to Follow While Working With Children

- Two Adult Rule - Two Workers must be present at all times when working with children. This reduces the risk of inappropriate behavior and/or child abuse and reduces the risk of unfounded claims of abuse.
- All events will be open door whenever possible. This means that Workers, parents, and church members have a right to observe any activity if they are able to do so without disrupting the activity.
- Physical affection should be appropriate for the age and temperament of the child.
- Touching behavior must always be above reproach and should never be forced upon a reluctant child. Workers are responsible for protecting the children in their care from inappropriate touching by others and all questionable behavior must be promptly reported to the Supervisor of Child Protection or an Elder.
- Corporal punishment or the threat of corporal punishment shall not be administered by Worker, Occasional Worker or Teen Helper, but shall be the responsibility of the parent. This is true even if parents have suggested or authorized corporal punishment.
- Workers must follow an appropriate level of confidentiality when working with children and youth. When reporting the actions of a child to a parent, the Worker should consider not naming another child by name but instead use language such as "another child", etc.
- Workers must report suspected or observed child abuse to the Supervisor of Child Protection or an Elder immediately. Violations of these policies or questionable behavior by any Workers must be reported in the same manner. All reports are considered strictly confidential.

- Workers must avoid even the appearance of misconduct. This is critical to maintain parental confidence, avoid mistaken allegations and to reflect Fellowship Bible Church's commitment to safeguarding the safety of children. 1 Thess. 5:22
- Workers who violate these policies may be relieved of their duties at the discretion of the Elders.

Specific Policies for Working with Children Kindergarten age or younger:

All nursery Workers are to follow the Child Protection Policies in addition to the following specific policies:

- Only assigned Workers and parents whose names appear on the sign-in board are allowed in the nursery
- Parents are to sign in their child upon arrival. Children will only be released to a parent or the person designated by the parent.
- Young children (4+years) should be accompanied to the bathroom. Workers should remain outside the stall. Workers may enter the stall to assist the child as needed, but the door must remain open.
- All children age 3 and younger, both boys and girls, will be taken to the ladies room and will be accompanied at all times by a female Adult Worker or Occasional Worker.
- Many children require help with toileting. For this reason it may become necessary for the Worker to be supervising within the stall with the child. No child of this age should ever be left alone in the bathroom.

I have read the policies above; I agree to do my best to observe them faithfully:

Signature _____ **Date** _____

Print Full Name _____

Policies for Sunday School Teachers, Choir Directors and Pathfinder Staff:

Before You Can Begin Service:

- All Adult Workers, and Occasional Workers must be members and have regularly attended Fellowship Bible Church for at least one year before becoming a Worker.
- All Adult Workers and Occasional Workers must complete an application and interview before becoming a Worker or Occasional Worker.
- Church staff, or their representatives, will contact references listed on the application. At that time, an interview will be held with the applicant to determine how the applicant's gifts and talents can best be utilized within Fellowship Bible Church.
- The church can conduct a criminal background check and a registry check.
- A confidential file will be kept which will include the application, reference reports, and any other pertinent information. This file will be available to the applicant, the Board of Elders, Supervisor of Child Protection and Legal Counsel.
- Any adult or teen with prior verifiable misconduct (sexual, physical or emotional) will not knowingly be approved as a staff member or volunteer Worker with children or youth at Fellowship Bible Church.
- The applicant will read "Child Protection Policies and Procedures of Fellowship Bible Church" and sign the "Agreement to Follow the Policies".
- The applicant will agree to attend a training session on implementation of these policies when a session is offered by Fellowship Bible Church.

Policies to Follow While Working With Children

- Two Adult Rule - Two Workers must be present at all times when working with children. This reduces the risk of inappropriate behavior and/or child abuse and reduces the risk of unfounded claims of abuse.
- All events will be open door whenever possible. This means that Workers, parents, and church members have a right to observe any activity if they are able to do so without disrupting the activity.
- Physical affection should be appropriate for the age and temperament of the child.
- Touching behavior must always be above reproach and should never be forced upon a reluctant child. Workers are responsible for protecting the children in their care from inappropriate touching by others and all questionable behavior must be promptly reported to the Supervisor of Child Protection or an Elder.
- Corporal punishment or the threat of corporal punishment shall not be administered by Worker, Occasional Worker or Teen Helper, but shall be the responsibility of the parent. This is true even if parents have suggested or authorized corporal punishment.
- Workers must follow an appropriate level of confidentiality when working with children and youth. When reporting the actions of a child to a parent, the Worker should consider not naming another child by name but instead use language such as "another child", etc.
- Workers must report suspected or observed child abuse to the Supervisor of Child Protection or an Elder immediately. Violations of these policies or questionable behavior by any

Workers must be reported in the same manner. All reports are considered strictly confidential.

- Workers must avoid even the appearance of misconduct. This is critical to maintain parental confidence, avoid mistaken allegations and to reflect Fellowship Bible Church's commitment to safeguarding the safety of children. 1 Thess. 5:22
- Workers who violate these policies may be relieved of their duties at the discretion of the Elders
- A Field Trip Permission Form for each child must be completed and signed before the child will be allowed to participate in a field trip. This form is to be kept with the Worker at all times during the field trip.
- All drivers of vehicles for a field trip must complete an "Auto Safety Certification" form.
- On any overnight field trip, at least two Workers must be the same gender as the children on the activity.

I have read the policies above; I agree to do my best to observe them faithfully:

Signature _____ **Date** _____

Print Full Name _____

Policies For Working In Youth Ministries

Before You Can Begin Service

- All Workers must be members and have regularly attended Fellowship Bible Church for at least one year before becoming a Worker.
- All Workers must complete an application and interview before becoming a Worker.
- The Church or their representatives will contact references listed on the application. At that time, an informal interview will be held with the applicant to determine how the applicant's gifts and talents can best be utilized within FBC.
- The Church may conduct a criminal background check and a registry check
- A confidential file will be kept which will include the application, reference reports, and any other pertinent information. This file will be available to the applicant, the Board of Elders, Supervisor of Child Protection and Legal Counsel.
- Any adult or teen with prior verifiable misconduct (sexual, physical or emotional) may not be a Worker, Occasional Worker or volunteer with teens at Fellowship Bible Church.
- The applicant will read "Child Protection Policies and Procedures of Fellowship Bible Church" and sign the "Agreement to Follow the Policies".
- The applicant will agree to attend a training session on implementation of these policies when a session is offered by Fellowship Bible Church.

Policies to Follow While Working With Teens

- Two Workers must be present at all times when working with teens. This reduces the risk of inappropriate behavior and/or child abuse and reduces the risk of unfounded claims of abuse.
- All events will be open door whenever possible. This means that Workers, parents, and church members have a right to observe any activity if they are able to do so without disrupting the activity.
- Physical affection should be appropriate and always above reproach.
- Workers are responsible for protecting the children in their care from inappropriate touching by others and all questionable behavior must be promptly reported to the Board of Elders or Supervisor of Child Protection.
- Corporal punishment or the threat of corporal punishment shall not be administered by any Worker, but shall be the responsibility of the parent. This is true even if parents have suggested or authorized corporal punishment.
- Workers must follow an appropriate level of confidentiality when working with teens. Parents must be confident that stories about their teens are not going to be repeated inside or outside the church setting. When reporting actions of a teen to a parent, the Worker should consider not naming another teen by name but instead use language such as "another teen", "classmate", etc.
- Workers must report suspected or observed child abuse to the Board of Elders or the Supervisor of Child Protection immediately. Violations of these policies or questionable behavior by other Workers must be reported in the same manner. All reports are considered strictly confidential.
- Workers must avoid even the appearance of misconduct. This is critical to maintain parent

confidence, avoid mistaken allegations and to reflect Fellowship Bible Church's commitment to safeguarding the safety of children.

- Workers who violate these policies may be relieved of their duties at the discretion of the Board of Elders.

Specific Policies for Youth Staff and Volunteers

All Workers are to follow the General Policies in addition to the following specific policies:

Team Leadership

Whenever feasible, a youth will not be in the primary care of only one Worker.

Teams of Workers (preferably male and female) will supervise activities. This policy has three purposes.

- It provides for more than one Worker to help ensure appropriate levels of supervision.
- It protects Adult Workers from unfounded allegations.
- It lessens the possibility of a Worker having undue influence over an individual youth.

Overnight Activities

At least two Workers will supervise overnight activities. If the participants are male and female, then two male and two female Workers must be present. If these conditions cannot be met, then the event should be postponed. It is never appropriate for a Worker who is not a family member to share a bed with a youth. Males and females attending events must not share the same sleeping quarters and should have separate access to bathroom facilities whenever possible. Experienced Workers should be included with novice Workers who are newcomers to youth ministry.

Individual Counseling

Team counseling is preferable whenever possible. When team-counseling sessions are not feasible, notify another Worker, Supervisor of Child Protection or an Elder of the location and with whom you are meeting. Counseling should be done in a public place where private conversations are possible but occur in full view of others. Guard carefully to avoid seclusion. If possible, have female Workers counsel female youths and male Workers counsel male youths. A male/female team is generally appropriate for counseling either gender.

Informal Contact (Independent of Church Activities)

Informal contact refers to phone calls, letters, or face-to-face contact that is not connected to official church activities. The church recognizes that informal contact between Workers and youth frequently occurs. For example, Workers may hire teens as baby-sitters for their own children, or Workers may see kids during social events with the teen's family. Parents are responsible for monitoring this informal contact.

Transportation To and From Meetings

Transportation to and from meetings is not part of church or youth group activities. Parents are responsible for providing or arranging for this transportation. However, if a Worker does transport a youth at the parent’s request, this should be recognized as informal contact (not a part of church activities), and the policies for informal contact should be followed (see paragraph above).

Transportation as a Part of Church Programs

The church may from time to time provide transportation as an official part of church activities. For example, the church may provide transportation to out-of-town events or field trips. When youth are transported as a part of youth activities, all policies, except the Two-Adult rule, will apply. At no time, however, shall a driver be in the vehicle with only one youth of the opposite sex. It is preferable that the Worker shall always have a minimum of two youth in the vehicle.

Confidentiality

Workers must report to an Elder or Supervisor of Child Protection if a minor discusses harming himself or others, committing a crime, or being abused. There are limits to confidentiality when working with youth. Questions about such cases or other issues of confidentiality must be discussed promptly with the Elders. Any serious issues discussed in confidence should be reviewed with one of the Elders, who will also protect the confidential nature of the discussion. Conferring with an Elder on sensitive issues is not considered breaking a confidence.

Youth Supervising Youth

Minors may help Adult Workers lead youth activities only under the direct leadership of Workers. A minor may not be used to meet the team leadership or team counseling policies discussed above.

Dating or Sexual Involvement

No Worker is to date a youth or be romantically or sexually involved with a youth.

I have read the policies above. I agree to do my best to observe them faithfully:

Signature _____ Date _____

Print Full Name _____

Children's and Youth Ministry Application

This form is to be completed by all applicants for any position involving supervision, custody or care of minors. This form is used by Fellowship Bible Church to ensure a safe and secure environment for the children and youth that participate in our ministries and programs. All Workers will receive specific training on the Child Protection Policies and Procedures of Fellowship Bible Church.

Date of Application _____

Name _____

List any name(s) that you have used in the last ten years. Include dates of use.

Address _____

Street Address City State Zip Code _____

List previous address, if less than five years at present address: _____

Street Address City State Zip Code _____

Telephone Number _____

Home Work Other _____

License number and state of issue _____

In case of emergency, please contact _____

Name Telephone _____

List all churches that you have attended in the past five years, including FBC. List church name, telephone number, contact person and dates of attendance.

In what type of ministry are you interested? Please be specific.

What are your gifts, callings, training, or other factors that have prepared you for work with children and/or youth?

List all employers for whom you have worked in the last five years. Include part-time and full-time employment. Make an asterisk (*) next to each employer that can be contacted as a reference.

Name of Employer, Telephone, Dates Employed, Title and Duties

List three people that know you well that can be contacted as a reference. References can include people that know your gifts and talents with children and youth, past or present coworkers, past or present church members, and/or people that have known you for an extended period of time.

Name of Reference, Telephone, Years Known, Relationship

All applicants must agree to obey the Child Protection Policies and Procedures of Fellowship Bible Church. All answers on this form will be treated in the strictest confidence.

Any applicant that has any history of committing child sexual abuse, physical abuse, or emotional abuse should not volunteer service in any church sponsored program or ministry for children or youth.

Y N Have you ever been reported to a social service agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children less than 18 years of age?

Y N Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination, or other organization due to allegations regarding abuse (sexual, physical or emotional)?

Y N Is there any circumstance in your background that would call into question your being entrusted with the supervision, guidance and care of minors?

(Worker)

If YES to any of the above, Please explain

I state that the information contained in this application is true and correct to the best of my knowledge. I understand and agree that if any information is not true and accurate, FBC may determine that I am no longer qualified to be associated with its programs as a Worker. I authorize any references, organizations, or churches listed on this application to give you any information that they may have regarding my character and fitness for work with children and youth. I agree to be bound by the Child Protection Policies and Procedures of Fellowship Bible Church. I further state that I sign this release as my own free act.

Applicant's Signature _____ Date Signed _____

Please print name _____

Children's and Youth Worker Reference Form

(to be used by the person contacting the reference)

All information will be held in confidence and will not be released to unauthorized persons.

Applicant Name _____

Reference Name _____

Church or Organization _____

Contact Date _____

Person Contacting the Reference _____

Method of Contact _____ phone _____ letter _____ personal conversation

Reference Questions

How do you know the applicant? _____

For how long have you known him or her? _____

Would you recommend this applicant for a position of trust supervising youth and children? Why or why not?

At this point ask any relevant and legal questions that are appropriate to the situation, such as specific duties, length of employment, strengths and weaknesses when dealing with young people, etc. Information may be noted on the back of this paper. Remind the reference "information will not be disclosed to unauthorized persons".

Closing Question

Is there anything else we should know about this person before putting him/her in a position of trust with youth and children?

Auto Safety Certification

This form is intended for those who have responsibility to conduct church business or transport youth by personal auto and/or church van or bus. Only persons 18 years or older with a valid driver's license and valid personal auto insurance may transport others as part of church activities.

Circle either **Y** for Yes or **N** for No.

Y N Are you now a licensed driver? Please present your license to staff so they may copy it for the records.

Y N Do you currently have personal auto insurance?

Y N Have you been ticketed for driving violations (parking tickets not included) within the past 2 years? (If yes, please explain the nature of the tickets on the back of this paper.)

Agreement to Notify of Driving Events

I agree to immediately inform the ministry leader or Senior Pastor if my driver's license is suspended or revoked, if I am ticketed for a driving offense, or if I have DUI or DWI charges pending. I must also notify the ministry leader or the Senior Pastor if my personal auto insurance is canceled or not renewed. These notifications are required even if the offenses are not related to church work. The church will not release this information to unauthorized persons. *Note: Being ticketed for a minor offense does not automatically disqualify a Worker from transporting people.*

Seat Belt Usage

I agree to transport persons only in passenger seats equipped with appropriate seat belts and child safety seats. I agree to require seat belt usage and child safety seat usage at all times. In buses that are not outfitted with seat belts, this rule does not apply.

Safe Vehicles

I agree to transport persons only in vehicles that are in safe operating condition.

I have truthfully and accurately responded to the questions above. I agree to notify the church if any of the driving events listed above occurs.

Signature _____ Date _____

Please print name _____

Incident Report of Suspected Abuse

Render appropriate first aid and call for appropriate emergency help.

Provide emotional support to the victim(s) and other young people who may be upset by the incident. (Prayer is usually appropriate!)

Immediately contact one of the Elders or SCP after ensuring the safety of the victims. The Elder or SCP will then take charge of responding to the incident following church procedures.

Filling out an "Incident Report"

Children's And Youth Ministry Incident Report

Name _____

Address _____

Zip _____ Phone _____

Date/Time of Incident _____

Place of Incident _____

Nature of Incident (Describe in detail)

Who was supervising child/youth at the time? _____

Emergency care administered. _____

Time _____

Person completing Incident Report: _____

Office Remarks:

Accident Report

Render appropriate first aid and call for appropriate emergency help.
Call the Parent or Guardian.

Provide emotional support to the victim(s) and other young people who may be upset by the accident (Prayer is usually appropriate!)

Fill out the accident report completely

Immediately contact one of the Elders or SCP after ensuring the safety of the victims. The Elder or SCP will then take charge of responding to the incident following church procedures.

Filling out an "Accident Report"

Children's And Youth Ministry Accident Report

Name _____

Address _____

Zip _____ Phone _____

Date/Time of Accident _____

Place of Accident _____

Nature of injury (Describe in detail)

Who was supervising child/youth at the time? _____

Emergency care administered. _____

Time _____

Person completing Accident Report: _____

Office Remarks:

Children's/Youth Ministry Permission Slip

It is the policy of Fellowship Bible Church that written parental permission is required for all field trips. A separate form will be sent home for parental signature for each field trip. In an effort to simplify paperwork, this form is required annually to minimize the upkeep of emergency contact information. In the event that this information changes during the year, it is the parents responsibility to notify the ministry leader of such change.

In the event that I grant permission (see separate permission form) for my child, _____ to participate in an off-church function sponsored by the Children's or Youth Ministry of Fellowship Bible Church, I hereby authorize emergency medical treatment as deemed necessary in the event that I cannot be contacted immediately.

Parent or Guardian _____

School year Date _____

Mother's Name _____ Father's Name _____

Home Address _____

Home Phone Number _____ Other Phone Number _____

Mother's Work Number _____ Father's Work Number _____

Emergency Contact _____ Phone Number _____

Physician _____ Phone Number _____

Insurance Company _____ Policy Number _____

My child has the following allergies _____

Special information and/or medical needs concerning my child:

Parent or Legal Guardian

Signature _____ Date _____

Please print name _____

Children's/Youth Ministry Event Permission Slip

It is the policy of Fellowship Bible Church that written parental permission is required for all field trips.

I grant permission for my child, (name) _____

to participate in (name of event) _____

Location _____ Date (of event) _____

Parent or Legal Guardian

Signature _____ Date _____

Please print name _____

Addendum "A" Waiver for VBS

The age requirement for teen helpers shall be waived for the VBS program. Teens that are no longer of an age eligible to attend VBS may be qualified to be a teen helper and assist teachers in various classrooms. The Teen Helper will not qualify as one of the Workers and the two-adult rule will still be in effect.