

FIRST BAPTIST CHURCH

SAFE CHURCH POLICY

Last Revised on 6/5/2008

PURPOSE OF THE SAFE CHURCH POLICY

- To provide a safe and secure environment for the children and youth who participate within the faith community and activities of our church.
- To satisfy the concerns of parents and staff members that we have employed a comprehensive screening process.
- To provide a system which responds quickly and thoroughly to possible violations against the Safe Church policy.
- To reduce the incidence of false accusations against clergy, employees and volunteers.
- To accomplish these goals while maintaining an atmosphere that is highly conducive to carrying out the work of the church in helping children, youth and adults grow in their knowledge of God within a loving, Christ-centered environment.
- To provide a safe and secure environment for the adults with developmental disabilities who participate within the faith community and activities of our church.

INTRODUCTION

“One in four girls and one in six boys will have sexual contact with an adult. Sometimes it’s a neighbor and sometimes it’s a day-care worker, but a family member is still most likely to be the sexual abuser. In about 20 percent of the cases, the abuser is an adolescent. According to a study by the National Institute of Mental Health, the average molester of girls will have about fifty victims before getting caught and convicted; the average molester of boys will have an astonishing 150 victims before being caught and convicted. Most will have plenty after being caught as well, some even victimizing as many as 300 children during their ‘careers’. In addition to what we usually think of as molestation, children are victims of rape more often than most of us have ever imagined. The Bureau of Justice Statistics reports that fully 15 percent of rape victims are younger than twelve. Who are the offenders in these crimes? Nearly 100 percent are heterosexual men. All of them have a process by which they gain access to and control of a child. We’ll call that the predation process. Thankfully, there is also a protection process.”¹

What is the definition of sexual abuse?

Sexual abuse is any incident of sexual contact including, but not limited to: rape, sodomy, incest and sexual penetration with a foreign object. Sexual abuse also includes all of those contacts and interactions in which a child is used to sexually stimulate or gratify another person and includes exposing oneself before a child, exposing the genitals of a child, fondling and forcing, permitting or encouraging a child to watch pornography or sexual activities.

Sexual abuse also occurs whenever a person (adult or child), who occupies a position of power within a relationship due to age, size, experience, authority or deception, initiates or engages in sexual interaction with a child. Threats or bribery are often used to get a child to participate. Though children are sometimes physically hurt during a sexual assault, the injury may not be apparent. Therefore, special attention should be paid to the behavioral indicators.

What are the indicators of child sexual abuse?

Infants and preschoolers:

- Being uncomfortable around previously trusted persons.
- Sexualized behavior (excessive masturbation, sexually inserting objects, explicit sex play with other children, etc.).
- Fear of rest rooms, showers or baths (common locations of abuse).
- Fear of being alone with men or boys.
- Nightmares on a regular basis or about the same person.
- Abrupt personality changes.
- Uncharacteristic hyperactivity.
- Moodiness, excessive crying.
- Aggressive or violent behavior toward other children.
- Difficulty sleeping or relaxing.
- Clinging behavior which may take the form of separation anxiety.
- Passive or withdrawn behavior.
- Pain, itching or bleeding in genital area.

Pre-adolescent children:

- Being uncomfortable around someone previously trusted.
- Specific knowledge of sexual facts and terminology beyond developmental age.
- Sexualized behavior (excess masturbation, sexual acting with other children on a regular basis, seductive toward peers and adults, etc.)
- Wearing multiple layers of clothing, especially to bed.
- Parentified behavior (psuedo-mature, acts like a small parent).
- Fear of being alone with men or boys.
- Fear of restrooms, showers or baths.
- Constant unexplained anxiety, tension or fear.
- Frequent tardiness or absence from school, especially if excuses are always written by the same person.
- Attempts to make herself ugly or undesirable (such as poor personal hygiene).
- Eating disorders (obesity, bulimia, anorexia).
- Self-conscious behavior, especially regarding body.
- Reluctance to go home after school.
- Abrupt personality changes.
- Child acquires toys or money with no explanation.
- Wetting of bed or clothing after being “broken” of that problem.
- Nightmares on a regular basis or about the same person.
- Changes in sleeping habits (tries to stay up late or seems constantly tired).
- Moodiness, inappropriate crying.
- Unusual need for assurance of love.
- Regressive behavior (fantasies and/or infantile behavior).
- Uncharacteristic aggressive or violent behavior.
- Tendency to seek out or totally avoid adults.
- Inability to relate to peers.
- Running away, especially in a child normally not a behavioral problem.

Adolescents:

- Sexualized behavior (promiscuity, prostitution, sexual abuse of other children, etc.).

- Running away, especially in a child normally not a behavioral problem.
- Drug and alcohol abuse.
- Suicidal gestures or attempts.
- Self-mutilation.
- Extreme hostility toward a parent or caretaker.
- Parentified behavior (pseudo-mature, acts like a small parent).
- Self-conscious behavior, especially regarding body.
- Wearing multiple layers of clothing, especially to bed.
- Eating disorders (usually obesity).
- Nightmares or other sleeping problems.
- Constant fear or anxiety.
- Delinquent behavior.
- School problems (academic or behavioral).
- Defiance or compliance to an extreme.
- Friends tend to be older.

Family indicators of child sexual abuse:

- Role reversal between mother and daughter.
- Extreme over-protectiveness or jealousy toward a child by a parent (parent sharply restricts a child's contact with peers or adults outside the home).
- Inappropriate sleeping arrangements (child sleeps with a parent on a regular basis or with both parents where she is exposed to sexual activity.)

PREVENTION

All coordinators of Church activities will:

Have adequate number of adults present at events involving children and youth.

Recommended ratios: Nursery-1 adult may supervise 2 babies (age 0-2) and 4 preschoolers (age 2-5) OR 0 babies and 6 preschoolers. School Age-1 adult may supervise 10 school age children or youth.

Insure that volunteers and paid child care workers who interact with children, youth, and/or adults with developmental disabilities have been through the screening process (see below).

Insure that all youth have read and signed the Policy Regarding Youth Participation and Attendance While in The Church Building. Keep a signed copy on file for each youth. (see appendix)

Obtain medical release, liability, and publicity release for each child or youth. These forms will be on file for each child or youth. (see appendix)

Obtain parental permission, including a signed medical release and liability release, before taking children or youth on trips. These release forms are to be carried to any off-site activity. When written permission has not been attained, verbal approval is required and must be documented. (see appendix)

Insure that all drivers for any church sponsored activities have been through the screening process. (see below)

Monitor facilities during church sponsored activities.

All clergy, staff and volunteers of First Baptist Church will observe the following guidelines when interacting with children and youth:

The Christian community affirms that touching one another is an important means of communication and sharing God's love. Touching is a means of ministering to the whole person. The following guidelines are designed to help you know when and what kinds of touch are appropriate at Church. Also, these guidelines are designed to help you to not become unwittingly involved in controversy, due to the misinterpretation of and the act of touching.

Physical contact

Touching should be age appropriate and based on the need of the minor and not on the need of the adult. Avoid physical contact when alone with a minor. If a minor or individuals with developmental disabilities initiates physical contact, an appropriate, limited response is proper.

Do not engage in the physical discipline of a minor. Only use physical restraint when a child is a danger to himself or herself or others.

When speaking with a distressed child, kneel or sit at their level as opposed to picking them up.

Maintain clear professional boundaries between yourself and the minor or individuals with developmental disabilities or refer the minor or individuals with developmental disabilities to another adult supervisor. If you recognize inappropriate personal or physical attraction developing between yourself and a minor or developmentally disabled individual, refer the person to another adult or supervisor.

Restroom procedures

- Nursery-Kindergarten: Adults should avoid going into the stall with the child. If that is unavoidable, leave the stall door open behind you and the restroom door propped open.
- 1st-5th grade: If one or more children need to use the restroom during class time two of the same gender should go together without the assistance of an adult.
- 6th grade through High School: May use the restroom on their own.
- Individuals with developmental disabilities: May use the restroom on their own. If there is an issue that has to be addressed, call their group/foster home. If someone has to enter the restroom to access the issue; make sure one person is a church staff member or someone who has had a background check.

Guidelines for classroom, overnight events, and all church related activities

Do not be alone with a minor or individuals with developmental disabilities in a closed room or isolated area that is inappropriate to a ministry relationship.

Children and youth should be dismissed to the same parent or guardian that admits them unless other arrangements have been made between the child, guardian, and church worker.

In order to provide a safe and loving Christ-centered environment, youth may not loiter in the building and must participate in an educational or worship offering. If the Youth chooses not to participate in these offerings please contact the Pastor, the Youth Ministries Coordinator or the Church Moderator.

Topics, vocabulary, recordings, films, games, electronic equipment, or the use of computer software or any other form or personal interaction or entertainment that could not be used comfortably in the presence of parents should not be employed with minors. Sexually explicit or pornographic material is never appropriate.

On overnight events it may be necessary for volunteers or staff to administer medicine to a child. Medicines may only be administered with written parental permission.

During on-site church events, parents will be asked to administer any medicine that their child may need unless it is a medical emergency.

Have minors use a "buddy system" whenever they go on trips away from church property.

If an adult supervisor stays in a hotel or other sleeping room with a group of minors or individuals with developmental disabilities, the supervisor should sleep in his or her own bed, using a roll away or cot if necessary.

If one-on-one pastoral care of a minor should be necessary, avoid meeting in isolated environments. Schedule meetings at times and use locations that create accountability. Limit both the length and number of sessions, and make appropriate referrals. Notify another adult of the meetings.

If you observe or hear from the child that they have been abused physically, emotionally, mentally, or sexually, you must immediately report the misconduct. (see Reporting)

If you observe anyone (adult or minor) abusing a minor, take appropriate steps to immediately intervene and to provide a safe environment for the minor. Report the misconduct. (see Reporting)

Individuals with developmental disabilities: Overnight events should be addressed case-by-case due to the sensitive nature of sharing a room, medication needs, etc. One option is to coordinate with the care provider of each individual.

SCREENING

In order to safeguard our children, youth, and individuals with developmental disabilities, and to protect the reputation of our church and the Christian community, we are committed to screening all potential workers at First Baptist Church.

The following screening procedures are to be used with clergy, staff and volunteers who work with children, youth, and/or individuals with developmental disabilities. All collected information is to be treated as confidential as defined below.

Background check

All clergy and staff must pass a CRIMINAL BACKGROUND check. All volunteers who work with children, youth, or individuals with developmental disabilities must successfully pass a CRIMINAL BACKGROUND check. The release statement must be signed by the applicant to qualify for service within the church.

Employment application

Those applying for a paid position must complete an employment application.

Reference check

There will be complete reference checks for staff and volunteers whose primary function is to provide direct ministry to children, youth, or individuals with developmental disabilities. The church will maintain a written record of each reference check.

Interview

The church will conduct an interview with each new applicant for both paid and volunteer positions. (See appendix for Personal Interview Form and Reference Check Form)

Possible exceptions to screening procedures

Anyone who has worked with children, youth, or individuals with developmental disabilities during the last program year may not be required to undergo a reference check and/or an interview. However a CRIMINAL BACKGROUND check **must** be completed for everyone.

Confidentiality

Like all personal records, information obtained through the screening process will be kept confidential. All material will be kept in a locked file cabinet and access to it will be restricted to those who have a "need to know".

TRAINING REQUIREMENTS

The church will provide each new worker (paid or volunteer) with a copy of the Safe Church Policy. Each worker is required to read the Safe Church Policy and sign the acknowledgment form (see appendix).

The church will provide periodic training to staff and volunteer workers on Safe Church Policy, especially when any revisions of the policy occur.

REPORTING

What to do when a child/youth reports his/her victimization to me?

- Believe the child/youth. Although children can lie about this, you should treat the information as legitimate.
- Do not question the child/youth. Leave this to the professionals/county investigators.
- Assure the child/youth that whatever happened is not his/her fault and that you are glad he/she told you.
- Be supportive and reassuring.
- Tell the child/youth that you are sorry he/she is hurt and scared and that you will try to protect him/her from further abuse. Do not promise the child that “everything will be all right”. In fact, state law may require that the abused child be removed from the home.

What to do when a person with a developmental disability reports his/her victimization to me?

- Believe the individual. Treat the information as legitimate.
- Do not question the person, but leave that to the county investigator.
- Keep the information confidential.
- Number to call if you need to report victimization: Community Developmental Disabilities Program, 503-434-7460.

Reporting Abuse in the United States of America

An oral report of abuse to the Safe Church Ministry Team must take place within 24 hours of observable signs of abuse or of receiving a report of abuse. If the person reporting to the Safe Church Ministry Team has not already done so, and if there is reasonable cause to believe the report of abuse and the team is acting in good faith, an oral report to police officials or child protection authorities should take place.

If the victim is a child under the age of eighteen, notify the Children’s Protective Services if:

- The child is related to the abuser and/or is living in the same residence.
- The child is being abused by parents, siblings or non-relatives either living in the same house or during custodial arrangements.
- The child’s safety is at risk and parents are not protecting the child.

If the victim is a child under the age of eighteen, notify the local police department if:

- The victim is in immediate danger.
- The victim does not know the abuser.
- The victim is not related to the abuser and does not live with the abuser.
- The victim may have contact with the abuser without protection.
- The victim is under the authority of the abuser, who may be a baby-sitter, a schoolteacher, a choir-director and the like.

Anyone with a reasonable suspicion of child abuse should report the matter immediately. A delay in reporting could mean that the child experiences additional abuse. Also, if bruises or an injury is present, medical treatment may be necessary. Evidence of bruises and injury may help substantiate an allegation of abuse. A delay in reporting can diminish the medical evidence and jeopardize the case.

According to Oregon State Law ORS 419B.10 a person making a report of abuse or suspected abuse will make an oral report by telephone to the local office of the Services to Children and Families (SCF) in the county where the child who has been abused resides. If the offender is a caregiver or family member, call SCF first. If the offender is a neighbor, stranger, or teacher (non-family); call the law enforcement agency in the county where the abuse took place.

Contact the Pastor, Coordinator of Children's or Youth Ministries, or other staff person with the report of abuse or suspected abuse. That staff person will contact the First Baptist Church's insurance company as well as the church's attorney.

If the alleged offender approaches clergy, another church leader or a member of the investigation committee to discuss the allegations prior to an interview with police and/or child protection officials, the clergy or others should not discuss the allegations. Instead, the clergy or others should encourage the alleged offender to cooperate with officials. They should also advise the alleged offender that information disclosed to them may be reported to officials. If the alleged offender wishes to confess, carefully note his/her statements and record them immediately afterward. Confessions of child abuse should be reported to police officials or child protection authorities, even if the suspected child abuse has already been reported.

Telephone Numbers

503-472-4634	Services To Children and Families - Yamhill County
503-434-7307	McMinnville Police Department
503-434-7460	Community Developmental Disabilities Program

RESPONDING

Guidelines for the Church Board for handling abuse allegations

A. At the time of reporting

1. The alleged victim or his/her representative should contact the pastor, the moderator or a member of the Safe Church Ministry Team of which the alleged victim is a member or of which the alleged abuser is a member of to convey the allegations of abuse and identify the alleged abuser. If the alleged abuser(s) is on the Safe Church Ministry team, the alleged victim or representative should contact a member of the team not implicated by the alleged victim.
2. In light of the information presented, the Safe Church Ministry Team will recommend to the Board one of the following actions:
 - (a) Take no further action until more information becomes available.
 - (b) Limit the contact between the accused and the accuser (if members of the same congregation) and/or limit the contact between the accused and any children in his/her congregation.
 - (c) Suspend the accused from the office, position or duty pending the outcome of the investigation. Suspension should be carried out with full pay (for paid staff) and without prejudice.

3. As soon as possible, the Board should make known its decision regarding appropriate action. In the case of suspension, the Board should notify the congregation regarding the nature of the allegations made. The council should not convey any of the particulars relating to the alleged victim's allegations.

B. When criminal proceedings have concluded

The Board should promptly revisit the matter. This should occur whether the result is conviction, acquittal or dropped charges. If the criminal charges are dropped or prosecution does not result in conviction, the Board should decide whether or not to rescind its earlier action and/or take additional action. Conviction or lack of it is not the only criterion the church uses to discern ungodly conduct. An alleged abuser who has been suspended should not be reinstated to a previous position of leadership until the council, in consultation with the police and/or child protection authorities, legal counsel and child abuse experts deems it is safe and proper to do so.

C. Safe Church Ministry Team

The Board shall appoint a Safe Church Ministry Team including at least one Board member, the Pastor, the Youth and Children's Ministries Coordinators, and a developmentally disabled advocate. This group will monitor and update policies annually or as needed and report back to the Board.

What is our responsibility to the child, youth, or developmentally disabled individual after abuse has been established?

- Continue to support the victim. Never question the victim about why he/she did not tell sooner nor make any statements that might imply guilt.
- Reassure the victim that what happened was not his/her fault and does not make him/her a bad person.
- Do not encourage the victim to forget about the abuse.
- Allow the victim to talk about what happened any time he/she desires to do so. When you respond, remember to be calm and matter-of-fact. Do not ask questions.
- Do not be surprised or upset by expressions of anger or love toward the offender. Depending on the relationship of the offender to the victim, the child may still love the offender even though he/she is very angry about what that person did.
- Protect the victim's privacy by not divulging the incident of abuse to anyone after the proper people have been notified.

NOTE: Our greatest concern is the safety of our children at First Baptist Church. A secondary purpose is to protect the church, its reputation and resources.

It is important to know that many allegations are not presented until years after an incident. Families usually pursue court judgements only after approaching the church or organizations and receiving no acknowledgement or validation of their trauma. It is often alienation that drives them to the courtroom. Be sure to be sensitive and show the same concern for, and attention to, a report of misconduct that happened several years ago, as you would for a recent event.

What is our response to the offender?

- Once a person has been accused of a sexual crime, the alleged offender must immediately step down from any leadership position or any other duties that would put the accused person in contact with children/youth. This would include being a sole performer or member of a group performing or making presentations. This step is to be taken once charges have been made. If charges do not lead to conviction, review will be made to determine if appropriate to return to leadership.
- Anyone attending First Baptist Church that has been accused and is found to be guilty and/or convicted, must fully comply with the legal process and all restrictions and requirements placed upon them by the legal system. Any violation of these legal conditions will be considered a violation of the church's restoration efforts. Offender must provide a copy of any judgements, conditions of parole or other documents listing restrictions or requirements as a result of conviction.
- The convicted offender must enter into a sexual offender counseling program and complete that program to the satisfaction of the counselor. We strongly suggest that the offender commit to a continual professional counseling program for life.
- The convicted offender will be placed under the oversight of a pastor or elder to monitor progress. Offender will report to pastor/elder at least monthly. Pastor/Elder will interpret and enforce guidelines.
- The convicted offender will be advised that should he/she desire to relocate his/her membership to another congregation or begin attending another church during the period of their sentence, parole, probation or treatment, FBC will, in response to our Christian, ethical and moral duty, seek to inform the leadership of the other congregation of the factual conditions of the offender's situation.
- The convicted offender will be assured that it is the desire of the leadership of FBC, if there is evidence of a repentant heart on the part of the offender, to love, support and encourage the offender as he/she goes through this difficult and healing time in their life. It is hoped that by the offender accepting the responsibility and consequences of his/her behavior, receiving professional treatment and receiving the renewal and healing power of God in his/her life, one day he/she will be restored to full fellowship at FBC. **However, this will not include working with children, youth, and/or developmentally disabled individuals.**

Oregon Law

419B.010. Duty of officials to report child abuse; exception; violations

(1) Any *public or private official* having reasonable cause to believe that any child with whom the officials comes in contact has suffered abuse or that any person with whom the official comes in contact as abused a child shall immediately report or cause a report to be made in the manner required in ORS 419B.015.

419B.005 Definitions

- (3) "Public or private official" means:
- (c) School employee.
 - (h) Member of the clergy.

419B.015. Oral report; notification of law enforcement and local department office

A person making a report of child abuse, whether voluntarily or pursuant to ORS 419B.010, shall make an oral report by telephone or otherwise to the local office of the Department of Human Services, to the designee of the department or to a law enforcement agency within the county where the person making the report is located at the time of the contact.

419B.025. Immunity from liability for good faith reports

Anyone participating in good faith in the making of a report of child abuse and who has reasonable grounds for the making thereof shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

YOUTH – Registration

For all planned youth activities connected to First Baptist Church (FBC), McMinnville Cooperative Ministries (MCM) and YES! LOGOS.

2007 – 2008 Program Year

1. Name of Youth: _____ Birthday: _____ Age: _____
 Grade: _____ School: _____ Church: _____
 Youth E-mail: _____ Cell: _____
 Dietary Restrictions: _____

2. Name of Youth: _____ Birthday: _____ Age: _____
 Grade: _____ School: _____ Church: _____
 Youth E-mail: _____ Cell: _____
 Dietary Restrictions: _____

3. Name of Youth: _____ Birthday: _____ Age: _____
 Grade: _____ School: _____ Church: _____
 Youth E-mail: _____ Cell: _____
 Dietary Restrictions: _____

Parent/Guardian(s): _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Cell: _____ How late @ night can call? _____

Parent E-mail: _____

+++++

Field Trip Permission: I hereby give permission for youth listed below to accompany his/her church group on field trip events as planned by FBC, MCM or YES! LOGOS throughout the 2007/2008 school year.

Youth's Name (s): _____

Parent/Guardian Name (please print): _____

Day Phone Number: _____ Evening Phone Number: _____

Emergency Contact Person: Name _____ Phone Number _____

Parent/Guardian Signature: _____ Date: _____

Medical Release: In the event of an illness or accident that requires immediate medical treatment to child listed above at a time when a parent cannot be located, I give permission for an approved representative of FBC, MCM or YES! LOGOS to authorize such treatment. I will not hold the church or medical personnel responsible. I assume responsibility for any medical bills incurred. In signing this I understand that every attempt will be made to contact the youth's parents/guardian, physician, or other persons listed for emergency contact.

Parent/Guardian Signature: _____ Date: _____

Physician: _____ Phone: _____

Medical Insurance #: _____

1. Youth Known Allergies _____ Current meds/prescriptions: _____

2. Youth Known Allergies _____ Current meds/prescriptions: _____

3. Youth Known Allergies _____ Current meds/prescriptions: _____

(Please use the back for additional information)

Image Release: _____ Please initial here if you do NOT want your child's image used in publications including, but not limited to, print, video, and website as it relates to FBC, MCM or YES! LOGOS.

Liability Release: I release, forever discharge, agree to hold harmless, and indemnify YES! LOGOS, FBC and MCM and the churches and the representatives thereof from any and all liability, claims, or demands for personal injury, sickness, or death, as well as property damages and expenses of any nature whatsoever which may be incurred by my child or for which my child may be liable to others in the course of participation in the church activities.

Parent/Guardian Signature: _____ Date: _____

Office Use: Date Paid _____ Amount _____ Check# /Cash/other _____ Received By: _____ Parent Meet _____

Church Policy Regarding Required Youth

Participation and Attendance While In the Church Building

All Youth (6th – 12th grade) must attend Youth events, (i.e. YES! LOGOS Youth Group, Live Wires, Sunday School Classes, and special events) while in the church building. If the Youth chooses not to participate in the various Youth ministries they must then participate in a Worship or Educational offering. There are no exceptions to this policy.

This is consistent with existing church policy and was put in place to insure that all individuals using the FBC facility are receiving the best possible service in an environment that is both loving and safe.

If the Youth chooses not to participate in the Worship or Educational offering AND is unwilling to attend the Youth event the Youth Ministries Coordinator, Senior Pastor, or Church Moderator will be notified.

I have read and understand this policy:

Youth Signature: _____

Date: _____

Parent/Guardian: _____

Date: _____

First Baptist Church Children's Ministry Registration for 2007 – 2008 Program Year

Name of Child: _____ Age: _____ Grade: _____ Birthday: _____

Parent(s)/Guardian(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Child's Interests and Activities (please feel free to use the back of this form if needed):

Food allergies &/or any other medical or health concerns: _____

Names and Ages of Siblings: _____

Adult responsible for the child while s/he is in the care of FBC: _____

Is there anyone not allowed to pick up your child? (Please circle one) Yes No
(If "yes", please contact our Children's Ministry Coordinator in the church office with that information.)

If we need to reach you while your child is in our care, where can you typically be found:

8:30 – 9:45 _____ 9:45 – 10: 45 _____ 10:45 – 12:15 _____

Please check the areas in which you'd be able to assist in our Children's Ministry:

- | | |
|---|--|
| <input type="checkbox"/> Teaching a class | <input type="checkbox"/> Telephoning |
| <input type="checkbox"/> Assisting Teachers during class time | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Being on the Children's Ministry leadership team | <input type="checkbox"/> Prayer support |
| <input type="checkbox"/> Donating supplies and snacks | <input type="checkbox"/> Sorry, I am unable to help at this time |

Do you have suggestions for improving our Children's Ministry or is there anything else you would like us to know about your child? (Please use the back if necessary): _____

What topics of discussion and study would you be interested in seeing FBC offer for your own spiritual and social growth and fellowship? (Please feel free to use the back of this form if needed.): _____

Medical/Dental Release: I give permission for my child to participate in FBC Children's Ministry activities and for any authorized representative of the church to obtain necessary emergency medical &/or dental treatment. I assume responsibility for any bills incurred.

Parent/Guardian Signature: _____ Date: _____

Physician _____

Medical Insurance _____

Image Release: _____ Please initial here if you do NOT want your child's image used in publications including, but not limited to, print, video, and website as it relates to First Baptist Church McMinnville.

Liability Release: I release, forever discharge, agree to hold harmless, and indemnify First Baptist Church and the representatives thereof from any and all liability, claims, or demands for personal injury, sickness, or death, as well as property damages and expenses of any nature whatsoever which may be incurred by my child or for which my child may be liable to others in the course of participation in the church activities.

Parent/Guardian Signature: _____ **Today's Date:** _____

**Children's and Youth Ministry
Personal Interview Form**

Date: _____

Name: _____

Address: _____

Phone: (day) _____ (evening) _____

Email: _____

Interviewed by:

Age level or program interested in:

Why are you interested in working with children/youth?

What gifts or talents do you have that you would be willing to share with our children/youth?

What attracted you to First Baptist Church?

Please describe your spiritual journey?

Have you had opportunities to work with children/youth before or had any education or training that has prepared you to work with children/youth? If so, where, in what capacity, and for how long?

Do you have any health conditions that might affect your capacity to work with children/youth or your ability to serve on a regular basis?

Is there anything in your past or in the present that we should be aware of that may impact your ability to work with children/youth?

The following questions may be awkward for you, but we believe we must ask them in order to insure that we have a safe and protected environment for the children/youth who come to our church. Please understand that these are asked of every volunteer working with children/youth. Some of them are disqualifiers for service, but not all, so please be completely honest with us.

Have you ever been arrested? (yes no) If so, why?

Have you ever been convicted of a crime? (yes no) If so, why?

Have you ever been convicted of a sex-related crime? (yes no) If so, did the crime involve force or minors?

Have you ever been convicted of a crime involving the welfare, safety, health, or victimization of a minor? (yes no)

Have you ever been arrested for a crime for which there has not yet been an acquittal or dismissal? (yes no)

Have you ever been involved in sex offender treatment? (yes no)

Please sign the following:

I believe that all of the above is true to the best of my knowledge.

Signature of Applicant _____ Date _____

Signature of Interviewer _____ Date _____

References: Please list 3 people who know you well and would recommend you for a ministry with children/youth (At least one reference must be an FBC Church Member or Friend)

Name	Relationship	Years Known	Phone
1. _____			
2. _____			
3. _____			

First Baptist Church

Children's and Youth Ministry Volunteer Reference Check

Date: _____

Name of Candidate: _____

Name of Reference: _____

Reference's Phone: _____

Name of Interviewer: _____

Method of Interviewing: (phone / written / personal other _____)

How long have you known the applicant and in what capacity?

Are there areas of children's/youth ministry where they would work best?

Are there areas of children's/youth ministry where they might experience difficulty?

Do you know of any reason why this candidate should not serve in the children's/youth ministry at First Baptist Church?

At what level would you recommend the candidate to us and why?

- Strongly recommended:
- Recommended:
- Recommended with reservations:
- Not recommended at this time:
- Would prefer not to comment:

Signature of Interviewer _____ Date _____

**First Baptist Church
Children's and Youth Ministry**

Safe Church Policy Acknowledgement Form

The Safe Church Ministry Team has been given the authority and the responsibility to oversee the training, implementation, and supervision of the policies and procedures pertaining to Child Abuse Prevention and Intervention within Children and Youth Ministries.

It is the responsibility of every volunteer in the children and youth programs to adhere to the procedures and to report any incident with reasonable cause concerning child abuse to the appropriate authorities. The Children's Ministry Coordinator, Youth Ministry Coordinator, Safe Church Ministry Team, Pastor, or Moderator reserve the right to dismiss anyone from serving in the children or youth ministries who fails to follow the policies and procedures stated in this document.

Any accusations will be taken seriously, will be investigated thoroughly, and will be reported to legal authorities as required. Should an employee or volunteer be accused of sexual misconduct they must comply with the investigations and step down from ministry with children or youth immediately.

A worker must not, under any circumstance, at any time, make any comments of a sexual nature or behave in any inappropriate sexual manner.

Our purpose is to provide a safe, nurturing environment where the ministries and activities of our children and youth can continue unimpeded to the glory of God.

I agree with the need to provide a safe haven for children and youth of all ages when involved in ministries and activities of First Baptist Church. I have received training on FBC Safe Church Policy procedures. I understand and agree to comply with these guidelines.

Date: _____

Printed Name: _____

Signature: _____

**People with Developmental Disabilities Ministry
Personal Interview Form**

Date: _____

Name: _____

Address: _____

Phone: (day) _____ (evening) _____

Email: _____

Interviewed by:

Program interested in:

Why are you interested in working with people who have developmental disabilities?

What gifts or talents do you have that you would be willing to share?

What attracted you to First Baptist Church?

Please describe your spiritual journey?

Have you had opportunities to work with persons with developmental disabilities before or had any education or training that has prepared you to work with people who have developmental disabilities? If so, where, in what capacity, and for how long?

Do you have any health conditions that might affect your capacity to work with people with developmental disabilities or your ability to serve on a regular basis?

Is there anything in your past or in the present that we should be aware of that may impact your ability to work with people with developmental disabilities?

The following questions may be awkward for you, but we believe we must ask them in order to insure that we have a safe and protected environment for the people with developmental disabilities who come to our church. Please understand that these are asked of every volunteer working with people with developmental disabilities. Some of them are disqualifiers for service, but not all, so please be completely honest with us.

Have you ever been arrested? (yes no) If so, why?

Have you ever been convicted of a crime? (yes no) If so, why?

Have you ever been convicted of a sex-related crime? (yes no) If so, did the crime involve force or minors?

Have you ever been convicted of a crime involving the welfare, safety, health, or victimization of a minor? (yes no)

Have you ever been arrested for a crime for which there has not yet been an acquittal or dismissal? (yes no)

Have you ever been involved in sex offender treatment? (yes no)

Please sign the following:

I believe that all of the above is true to the best of my knowledge.

Signature of Applicant _____ Date _____

Signature of Interviewer _____ Date _____

References: Please list 3 people who know you well and would recommend you for a ministry with children/youth (At least one reference must be an FBC Church Member or Friend)

Name	Relationship	Years Known	Phone
1. _____			
2. _____			
3. _____			

First Baptist Church

People with Developmental Disabilities Ministry Volunteer Reference Check

Date: _____

Name of Candidate: _____

Name of Reference: _____

Reference's Phone: _____

Name of Interviewer: _____

Method of Interviewing: (phone / written / personal other _____)

How long have you known the applicant and in what capacity?

Are there areas of our ministry with persons who have developmental disabilities where they would work best?

Are there areas of this ministry with where they might experience difficulty?

Do you know of any reason why this candidate should not serve in the ministry to persons with developmental disabilities at First Baptist Church?

At what level would you recommend the candidate to us and why?

- Strongly recommended:
- Recommended:
- Recommended with reservations:
- Not recommended at this time:
- Would prefer not to comment:

Signature of Interviewer _____ Date _____

First Baptist Church
People with Developmental Disabilities Ministry
Safe Church Policy Acknowledgement Form

The Safe Church Ministry Team has been given the authority and the responsibility to oversee the training, implementation, and supervision of the policies and procedures pertaining to Abuse Prevention and Intervention within People with Developmental Disabilities Ministries.

It is the responsibility of every volunteer in the ministry to persons with developmental disabilities to adhere to the procedures and to report any incident with reasonable cause concerning abuse to the appropriate authorities. The Safe Church Ministry Team, Pastor, or Moderator reserve the right to dismiss anyone from serving in the ministry to persons with developmental disabilities who fails to follow the policies and procedures stated in this document.

Any accusations will be taken seriously, will be investigated thoroughly, and will be reported to legal authorities, as required. Should an employee or volunteer be accused of sexual misconduct, they must comply with the investigations and step down from ministry with persons with developmental disabilities immediately.

A worker must not, under any circumstance, at any time, make any comments of a sexual nature or behave in any inappropriate sexual manner.

Our purpose is to provide a safe, nurturing environment where the ministries and activities of our children and youth can continue unimpeded to the glory of God.

I agree with the need to provide a safe haven for our persons with developmental disabilities when involved in ministries and activities of First Baptist Church. I have received training on FBC Safe Church Policy procedures. I understand and agree to comply with these guidelines.

Date: _____

Printed Name: _____

Signature: _____