

COMMUNITY BIBLE CHURCH
CHILDREN'S MINISTRY

POLICIES & PROCEDURES
for
MINISTRY WORKERS WITH MINORS
AND THE DISABLED

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WELCOME

Welcome, and thank you for your interest in serving in the Children's Ministry here at Community Bible Church. We are thrilled that you are joining our team as we minister to the children and parents of our church family. We thank the Lord that He has placed it on your heart to join us this year.

We recognize that you and those workers who serve with you are the foundation of a Christ-centered ministry to children. No matter what your role is within our ministry you are an integral part of this team as we work together to effectively minister to the children that God entrusts to our care.

I want you to have a great sense of calling, joy and satisfaction in your ministry. That is why we seek to provide the necessary materials, facilities and training to help make you most effective.

This document is designed to provide you with important information about department policies and procedures, which provide a safe and secure environment for the protection of our children, as well as yourself.

Please take the time to read through this entire handbook. If you have any questions do not hesitate to ask.

Thanks again for joining the Children's Ministry team. May God richly reward you for your sacrificial service to the children and families of CBC.

Your servant for His glory,

Danny Woods
Family & Children's Pastor
Community Bible Church

CBC CHILDREN'S MINISTRY MISSION STATEMENT

MISSION

The Children's ministry at Community Bible Church is driven by one foundational purpose: the exaltation and worship of our God and Savior. That purpose is summed up in Psalm 78:1, 4-7:

¹Listen, O my people, to my instruction; Incline your ears to the words of my mouth. ...⁴We will not conceal them...but tell to the generation to come the glorious deeds of the Lord, and his strength and his wondrous works that he has done. ⁵For He established a testimony in Jacob, and appointed a law in Israel, which He commanded our fathers that they should teach them to their children, ⁶that the generation to come might know, even the children yet to be born, that they may arise and tell them to their children, ⁷that they should put their confidence in God and not forget the works of God, but keep His commandments."

We strive to display the Lord in His majesty so that children will put their confidence in Him, know and appreciate His works, and keep His commands.

MINISTRY

TO PARENTS The Scriptures teach that parents bear the primary responsibility to "bring their children up in the nurture and admonition of the Lord." We seek to be a support and complement to this calling in a variety of ways:

PARENTING CLASSES
PREACHING
MARRIAGE/FAMILY COUNSELING

TO CHILDREN We seek to encourage children in every way to put their confidence in God in Christ, to know and appreciate the works of God, and to obey the word of God. This normally occurs as they learn to obey their parents and as they develop a vital personal connection to the body of Christ in the local church. This is our goal through the use of the following:

BIBLE STUDY Using a God-centered, biblically sound curriculum to provide exposure to the whole counsel of God's word.

EVANGELISM Our staff is committed and challenged to proclaim the saving work of Christ in his death on the cross and his resurrection.

PRAYER We pray often, providing a model of prayerful dependence, as well as praying for children, their families, and our ministry to them.

CONTEXT Although many of the children have not come to saving faith in Jesus, we believe that worship, fellowship, and service all serve to fulfill our calling to "train up a child in the way he should go..."

TO STAFF The volunteers that make up the Children's Ministry team recognize the privilege and joy of serving the body of Christ in this way. They have gladly sacrificed their time and energy to minister to our kids. We support our staff through:

TRAINING We offer resources and sessions for a variety of topics, such as evangelizing children, teaching Sunday School, safety, sanitation, etc.

RECRUITMENT "Many hands make light work." With a broader staff base, we can avoid "burnout."

TO ALL

SAFETY As an expression of worshipful stewardship, we strive to maintain a set of policies designed to ensure the safety and well-being of all involved.

May you be blessed as you serve the Lord in this vital ministry, raising up the next generation of His kingdom.

CBC POLICY STATEMENT FOR MINISTRY WORKERS WITH MINORS AND THE DISABLED

The following policy and procedures are for the protection of our preschoolers, children, youth, employees, volunteers and our entire church family at Community Bible Church.

This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of preschoolers, children, youth, and disabled persons.

Worker Screening Procedures

1. Prior to consideration for a position, any candidate, compensated or volunteer, who may be working with children, youth, or the disabled will complete and return a *Worker with Minors* application. A separate application is required for teenage applicants.
2. The ministry application will be carefully reviewed by a ministry leader or designee to make certain that the worker will be appropriate for the ministry position, based on the information provided.
3. If the person appears to be appropriate for the ministry work, then at least two of the references will be checked to confirm the information provided on the ministry application.
4. A criminal background check will be performed with respect to any candidate seeking to work with children, youth, or the disabled.
5. Any information indicating that a candidate poses a threat to others or has any prior history of physical or sexual abuse directed against another person will result in the immediate removal of the individual candidate from consideration for a ministry position with the church.
6. All personal information will be held in confidence.
7. No volunteer worker candidate will be considered for any ministry position involving contact with children, youth, or the disabled until the candidate has been regularly involved in the church for at least six months.

Supervision

8. At every church activity involving minors or disabled persons, at least two approved adults must be present in each classroom, vehicle, or other enclosed area.
9. During services/events, at least one approved adult worker will be appointed to supervise activity on the premises.
10. Workers should arrive at least 15 minutes before a scheduled activity and should keep watch over those in their care until all have been picked up by an authorized person.
11. Children under age 8 must be released only to parent-approved supervision after any church class or function. An identification system shall be used to ensure safety of children under age 8 during drop off and pick up.
12. An attendance list should be kept for all of the ministry's functions involving children, youth, and the disabled. The date of the function, along with the names of all participants and coordinators/supervisors should be recorded.
13. For children ages 6-10, at least one adult female should take girls to the restroom, and one adult male should take boys to the restroom. The adult should check to make sure the facility is safe, and then wait outside the restroom until the children come out.

14. Children five years of age or younger (boys and girls) should be assisted as needed in the restroom by an adult female.
15. Men shall not change diapers or assist children, five years of age or younger, in the restroom.
16. Never touch a person's private areas except when changing a diaper or assisting a child in the restroom.
17. Workers should avoid the appearance of impropriety; this may include older children sitting on their lap, kissing, embracing, use of language, etc.
18. The church will require a reasonable ratio of adult workers to be maintained in each situation involving the supervision of children and in an age-appropriate manner.
19. Church staff and volunteer directors will supervise volunteers and make random visits into classes and other programs.
20. In one-on-one counseling sessions with minors, parental permission must be obtained prior to the meeting. If two approved adults are present, then parental permission is not required. Prior permission may be granted by parents to cover a particular time period (i.e., a school year) for their child to receive counseling from a particular minister.
21. All activities, including scheduled or impromptu counseling situations, will occur in an appropriate room or setting, where visibility of the session is maintained – either in a room with windows, or in some other setting providing appropriate visibility. If there is no window in the door of the room, then the door shall remain open.

Discipline

22. Workers are never to spank, hit, grab, shake, or otherwise physically discipline anyone.
23. Disciplinary problems should be reported to the workers' coordinator/supervisor or to a parent or guardian.

Dealing with Illness, Injury or Abuse

24. Persons who are ill with a fever or having a communicable disease will not be permitted to participate in any ministry activity.
25. A substitute who has been approved as a volunteer worker through the above screening process must be used to take the place of workers who are ill.
26. Participants should be returned to their parent or guardian as soon as illness is discovered. If this is not possible, then the person who is ill should be isolated in a manner that will allow supervision to continue until the person can be returned to their parent or guardian.
27. Reasonable steps should be taken to avoid contact with body fluids of any kind.
28. Any coordinator/supervisor who becomes aware of an injury to a worker or participant will take steps to ensure proper medical attention is given to the injured person.
29. Persons who have received an injury which is obviously minor, should be given first aid as needed at the time of injury. The person's parent or guardian should be notified of the minor injury when they pick up the injured person.
30. Any injury which may require medical treatment beyond simple first aid should be given immediate attention. The parent or guardian of the injured person should be immediately notified, along with the worker's coordinator/supervisor. An ambulance should also be called immediately if warranted by the injury.
31. A written "Injury/Incident" report should be prepared by workers whenever an injury occurs during a ministry function. The incident report will be forwarded to the worker's coordinator/supervisor promptly upon completion.
32. Workers who become aware of any injury, abuse, or molestation connected with any ministry activity will immediately inform their coordinator/supervisor or ministry leader. This information is to remain confidential.
33. Any coordinator/supervisor who becomes aware of any injury, abuse, or molestation connected with any ministry activity will immediately inform a ministry leader and will complete an "Injury/Incident" report.
34. Any ministry leader who becomes aware of possible abuse or molestation of a participant will ensure that the participant's parent or guardian is immediately informed that possible abuse or molestation has occurred. The ministry leader will also see that an attorney is promptly contacted to provide a written opinion as to whether the church should report the abuse or molestation to law enforcement authorities. The written opinion should be obtained within 24 hours of when the ministry leader first becomes aware of the abuse or molestation, and the attorney's advice should be followed. If the attorney recommends that an incident be reported, the advice should be acted upon immediately.
35. Upon notice of abuse or molestation, the ministry's insurance carrier (general or professional liability insurance) must be promptly notified.

What Constitutes Sexual Abuse of a Child?

36. Child sexual abuse is any sexual activity with a child in any setting by any person, including any use of a child for sexual gratification of any kind with or without physical contact . The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim.
37. Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the action.
38. Child sexual abuse includes behaviors that involve touching and non-touching aspects.
39. Child sexual abuse is criminal.

Violations of Policy or Procedures

40. Workers must promptly notify their coordinator/supervisor of any activity which violates this policy or procedures and must avoid discussion with anyone else.
41. Any coordinator/supervisor or ministry leader who becomes aware of a violation of the policy or procedures will take all necessary steps to ensure future compliance with the policy and procedures by all workers; and will remove workers from their positions if such removal is warranted, or if the worker poses a potential threat to others.

Specific Acts and Omissions in Violation of the Policy Include...

42. Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
43. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
44. Sexual advances or sexual activity of any kind between any person and a minor.
45. Physically abusive behavior or infliction of bodily injury to a minor.
46. Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Community Bible Church.
47. Mental or emotional injury to a minor.
48. The presence or possession of obscene or pornographic materials at any function of Community Bible Church.
49. The presence, possession, or influence of any illegal or illicit drugs.
50. The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at Community Bible Church.

Internal Investigation

51. Any allegation of abuse will be taken seriously and will be investigated by ministry leaders.
52. Any employee of the ministry who is the subject of an investigation will be removed from their position, with pay, pending completion of the investigation (unless the employee has admitted to the abuse or molestation, in which case they will be terminated in accordance with church employment practices).
53. Any volunteer worker who is the subject of the investigation will be removed from their position pending completion of the investigation.
54. Any person who is not found innocent of alleged abuse will be removed from work with children, youth, or the disabled within the church. The church will consult with legal counsel for advice if termination of employment is indicated.

Dealing with Law Enforcement/Media

55. Legal counsel will be contacted for advice and guidance as soon as possible after the church receives notice of possible abuse or molestation in connection with church activities. Decisions concerning the ministry's response to the allegations will be made in accordance with such advice.
56. All ministry leaders, employees, and volunteers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of injury, abuse, or molestation in connection with activities of the church.
57. A single church leader will be designated as spokesperson following notice of any abuse or molestation in connection with activities of the ministry. This spokesperson will be the only person to convey information concerning the situation and (to avoid compromising any ongoing investigation) will convey only such information as is necessary under the circumstances.

Annual Employee/Worker Review

58. These policies and procedures will be conveyed for review annually to all workers, employees, coordinators, supervisors, and leaders to whom it applies.
59. All ministry employees and volunteer workers may be required to complete a brief renewal application once each year.
60. Should the renewal application reveal that any employee or volunteer worker has become unsuitable for working with children, youth, or the disabled, they will be immediately removed from their current position, and will not be considered for other positions involving work with children, youth, or the disabled.

CBC CHILDREN'S MINISTRY WORKER WITH MINORS APPLICATION (ADULTS)

This application is to be completed for any position (volunteer or compensated) involving the supervision or care of minors (under 18) or the disabled. This is not an employment application form. This form is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Name _____
Last First Middle Maiden

Identity must be confirmed with a state driver's license or other photographic identification, and a copy must be returned with this application.

Present Address _____ # Years at this Address _____

City _____ State _____ Zip _____

Phone #s: Home ____-____-____ Work ____-____-____ Cell ____-____-____

If less than 10 years at this address, list any additional states of residence for past 10 years: _____

Occupation _____ Marital Status _____

Social Security Number _____ Date of Birth _____

I am particularly interested in working with (check appropriate boxes):

- Nursery
- Preschool
- Grades 1-6
- Grades 7-12
- Mid-week Program
- Weekday
- Preschool/Children's Choir

Length of time you have attended Community Bible Church: _____

(Note: Volunteer workers must attend CBC for at least 6 months before submitting application to work with minors.)

List the church name(s), city, state, and length of attendance of the churches you have attended regularly during the past five years:

List all previous church work involving children, special education and/or youth:

| Church's Name and Complete Address | Type of Work Performed | Date |
|------------------------------------|------------------------|------|
| _____ | | |
| _____ | | |
| _____ | | |

List all previous non-church work involving children, special education, and/or youth:

| Name | Address | Telephone Number |
|-------|---------|------------------|
| _____ | | |
| _____ | | |
| _____ | | |

Personal References - not former employers or relatives (3 names)

| Name | Telephone Number |
|-------|------------------|
| _____ | |
| _____ | |
| _____ | |

List employment history for past 10 years (use additional sheet if necessary):

| Company Name | Supervisor | Phone | Dates / Length of Service |
|--------------|------------|-------|---------------------------|
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |

Have you ever been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse?

- No
- Yes - if yes, please explain. (Attach a separate page, if necessary.)

Do you have a current driver's license?

- No
- Yes - if yes, please list your driver's license number: _____

Worker's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this form to give you any information (including opinions) that they may have regarding my character and fitness for work with minors or the disabled. In consideration of the receipt and evaluation of this application by Community Bible Church, Nashville, TN, I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including records custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family, on account of compliance or any attempts to comply with this authorization.

Should my application be accepted, I agree to be bound by the policies of Community Bible Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I have carefully read the CBC Policy Statement for Ministry Workers with Minors and the Disabled and agree to follow its direction.

I further state that I have carefully read the foregoing Statement and know the contents thereof and sign this release as my own free act. This is a legally binding agreement that I have read and understand.

Applicant's Printed Name _____

Signature: _____ Date _____

Witness's Printed Name _____

Signature: _____ Date _____

| |
|---|
| Reviewer: _____ |
| Background check ___/___/___ |
| <input type="checkbox"/> Approved ___/___/___ <input type="checkbox"/> DW |
| Office Use Only |

CBC CHILDREN'S MINISTRY WORKER WITH MINORS APPLICATION (TEENS)

For all teens (ages 13 through 17) working with minors or the disabled.

This form is to be completed for any position (paid or volunteer) involving the supervision or care of minors or the disabled. This is being used to provide a safe and secure environment for the activities or programs of Community Bible Church.

Name _____
Last First Middle

SS# _____ Date of Birth _____

Present Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

School _____ Grade _____

If less than one year:

Previous Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

School _____ Grade _____

Length of time you have attended Community Bible Church: _____

(Note: Volunteer workers must attend CBC for at least 6 months before submitting application to work with minors.)

In serving as a volunteer or in a paid position for Community Bible Church, I have read and I understand, and I am willing to abide by the policies & procedures set forth in the “CBC Policy Statement For Ministry Workers With Minors and the Disabled” to reduce the risk of child abuse in this church. I understand that child abuse is a serious matter and will do my part in the prevention of child abuse while serving at Community Bible Church.

Signature of Teen Worker

Date

There is no reason why my child should not serve as a Teen Worker with Minors. He/She does not demonstrate any signs of being a potential risk to the church or to children.

Signature of Parent/Guardian

Date

| |
|---|
| Reviewer: _____ |
| <input type="checkbox"/> Approved <u> </u> / <u> </u> / <u> </u> <input type="checkbox"/> DW |
| <i>Office Use Only</i> |

CBC CHILDREN'S MINISTRY WORKER WITH MINORS RENEWAL APPLICATION

This application is to be completed for any position (volunteer or compensated) involving the supervision or care of minors (under 18) or the disabled. This is not an employment application form. This form is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Name _____
Last First Middle Maiden

Identity must be confirmed with a state driver's license or other photographic identification, and a copy must be returned with this application.

Present Address _____ # Years at this Address _____

City _____ State _____ Zip _____

Phone #s: Home ____-____-____ Work ____-____-____ Cell ____-____-____

I am particularly interested in working with (check appropriate boxes):

- | | | | |
|---|------------------------------------|---|--|
| <input type="checkbox"/> Nursery | <input type="checkbox"/> Preschool | <input type="checkbox"/> Grades 1 - 6 | <input type="checkbox"/> Grades 7 - 12 |
| <input type="checkbox"/> Mid-week Program | <input type="checkbox"/> Weekday | <input type="checkbox"/> Preschool/Children's Choir | |

Personal References - not former employers or relatives (3 names)

| Name | Telephone Number |
|-------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Have you ever been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse?

- No
 - Yes - if yes, please explain. (Attach a separate page, if necessary.)
-
-

Do you have a current driver's license?

- No
- Yes - if yes, please list your driver's license number: _____

Worker's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this form to give you any information (including opinions) that they may have regarding my character and fitness for work with minors or the mentally handicapped. In consideration of the receipt and evaluation of this application by Community Bible Church, Nashville, TN, I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including records custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family, on account of compliance or any attempts to comply with this authorization.

Should my application be accepted, I agree to be bound by the policies of Community Bible Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I have carefully read the CBC Policy Statement For Ministry Workers With Minors and the Disabled and agree to follow its direction.

I further state that I have carefully read the foregoing Statement and know the contents thereof and sign this release as my own free act. This is a legally binding agreement that I have read and understand.

Applicant's Printed Name _____

Signature: _____ Date _____

Witness's Printed Name _____

Signature: _____ Date _____

| |
|---|
| Reviewer: _____ |
| Background check ___/___/___ |
| <input type="checkbox"/> Approved ___/___/___ <input type="checkbox"/> DW |
| Office Use Only |

CBC CHILDREN'S MINISTRY INJURY/INCIDENT REPORT

TIME AND PLACE OF INJURY/INCIDENT Date of Injury/Incident: _____ Time: _____ AM PM

Where did it occur? _____

PERSON INJURED Name: _____ Age: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

Name of Parents/Guardians (if a minor): _____

Names of other persons involved _____

Injuries Sustained: _____

Where was injured taken? (name of hospital/doctor): _____

Relationship to Church: (circle) Member, Visitor, Volunteer, Employee, Student/Camper, Tenant/Resident, Other

If injury occurred on insured's premises, for what purpose was the injured on the premises? _____

Who was responsible for supervision at the time of injury? _____

If injury occurred elsewhere, what connection did it have with the insured's operations or activities? _____

Does the injured party have personal medical insurance? Yes No

Name of medical insurance company: _____

FULL DESCRIPTION OF INJURY/INCIDENT _____

WITNESSES Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

SIGNATURE: _____ DATE OF REPORT: _____

CBC CHILDREN'S MINISTRY BACKGROUND CHECK AUTHORIZATION

I hereby give my permission for Community Bible Church to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for an employment or volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have the opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received. I also understand that, by law, I may see a copy of the transcript, for its review, but may not receive a copy of the document in any fashion or form.

I, the undersigned, do for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify Community Bible Church and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts, and sums of money, claims, demands, whatsoever, and any and all related attorney's fees, court costs, and other expenses resulting from the investigation of my background.

Date of Birth (mm/dd/yyyy) _____

Social Security Number _____ DL# _____ State _____

Address _____

City, State, Zip _____

The signature represents my current legal name and any previously used names are listed below:

Additional names: _____

Print Current Name _____ Date _____

Applicant's Signature _____

Print Witness Name _____ Date _____

Witness's Signature _____

