



Children's Ministry Volunteer Application Cascades Baptist Church

This survey is to be completed by those desiring a ministry position involving the supervision or custody of minors. It is being used to help the church provide a safe and secure environment for those children who participate in our programs and use our facilities. All information disclosed in this application will be held as strictly confidential.

Date: _____
Name: _____ Maiden Name: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____
Birth Date: _____

EMAIL ADDRESS: _____

Address: _____
_____ How long at this address? _____

- *If less than five years, give number of years and 2 previous addresses:*

Years: _____ Address: _____
Years: _____ Address: _____

Marital Status: _____ Spouse's Name: _____ Phone #: _____
of Children: _____ Ages: _____

Occupation: _____ Place of Employment: _____

- Do you have a personal relationship with Jesus Christ? _____

Briefly describe: _____

- How long have you attended Cascades? _____

What area of ministry do you desire to be involved in? _____

What leadership/volunteer experience have you had with children? List all previous church work or other work involving children and youth. Identify place and type of work. List Supervisors:

List any gifts, training, education or other factors that have prepared you to work with children:

Area Preference:

Nursery Toddler Preschool Elementary Jr. High Sr. High AWANA

Please list other Cascades Baptist Church ministries you are involved in:

Do you have any medical training or are you CPR certified?

List 2 Local Personal References: (Must be over 18 years old and non-related to you.)

Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Relationship: _____

Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Relationship: _____

The questions below are a part of our screening process in order to help provide a safe and secure environment for our children. The leadership, staff, and children's ministry staff hold all information strictly confidential. Answering yes to any of the questions may not necessarily preclude your involvement in the Children's Ministry. Thank you for understanding.

Have you had any painful experiences in your life that have better equipped you or may hinder you from a productive ministry with children? Yes No If yes, would you like to meet with a pastor or counselor regarding this circumstance? Yes No

Have you ever been convicted for use or sale of drugs? Yes No

Have you ever been hospitalized or treated for alcohol or substance abuse? Yes No

Have you ever been arrested for a criminal offense excluding minor traffic violations? Yes No

Have you ever been accused, arrested, or convicted of any sexually related crimes? Yes No

Have you ever been accused, arrested, or convicted of any abuse related crimes? Yes No

Are there any circumstances involving your life-style or your background that would call into question your ability to work with children? Yes No

If you answered yes to any of the above questions please explain:

Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches, or other organizations listed in this application to give you any information they may have regarding my character and fitness for working with children and I release all such references from liability for any damage that may result from furnishing such evaluations to you. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Without admission of guilt, I understand that if there are allegations of improper action against me I will be required to step down from my children and youth responsibilities until such a time as the Church Elder Board allows me to resume those responsibilities.

I agree to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I understand that my personal information will be held confidential by the church staff.

I have carefully read the foregoing release and know the content thereof and I sign this release as my own free act. This is a legally binding agreement, which I have read and understand.

Applicant's Signature: _____ Date: _____

REQUEST FOR CRIMINAL RECORDS CHECK AND AUTHORIZATION

I hereby authorize the requested Police Department to release information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release said Police Department from any and all liability resulting from such disclosure.

Print Name: _____

Print Maiden Name (if applicable): _____

Print all aliases: _____

Birth date: _____ Place of birth: _____

Race: _____ Sex _____

Social Security Number: _____

Signature: _____ Date: _____

B.4 Child Interaction Policy

Related Document: Appendix A, Children's Ministry Volunteer Application

Child Interaction Policy Cascades Baptist Church

A POLICY FOR PREVENTION AND RESPONDING TO CHILD ABUSE

- Adopted by the Deacon Board in April, 2005
- Original legal review conducted by (name) Richard N. LaFlamme
(address) 2540 Spring Arbor Road Jackson, MI 49203
- updates approved by Elder Board November, 2016

IMPLEMENTATION AND FOLLOW-UP POLICY:

The Deacon of Children's Ministry of Cascades Baptist Church will be responsible for implementing and supervising the policy, including the worker screening process.

The Deacon of Children's Ministry or designated children's ministry staff will be responsible for introducing the policy to new volunteers so they are aware of the requirements for working with youth and children.

Checklist for Implementation and Follow-up:

1. Conduct presentations of the Child Interaction Policy, which includes as many sessions as necessary to inform Nursery, Toddlers, Early Primaries, AWANA, Youth Group, and other children's ministry workers of the policy. (Completed in 2005)
2. Screening of all children and youth workers should begin immediately and continue until all current workers are screened. (Initial screening for workers was completed in 2005). Potential workers should be screened before they begin children or youth responsibilities. This includes substitute workers as well. Screening forms will be completed, signed, reviewed, and locked in a designated location to maintain confidentiality.
3. Administer and encourage compliance with this policy on an ongoing basis.
4. Annually all children and youth workers as well as the Elder Board must be reminded of key aspects of the policy:
 - a. The "two adult" rule.
 - b. Prior screening and approval of substitute or new workers.
 - c. Random checks of activities and remote locations during activities.
 - d. Parent/guardian permission is required for certain activities.
 - e. Other areas emphasized based on the Deacon of Children's Ministry or children's ministry staff observation of needs.
5. Continue to be aware of needs to eliminate building locations where abuse could occur. When possible, provide adequate lighting, install windows in interior doors or walls for every room, and monitor restroom use.

In these days of unclear social values and discussion of sexuality and abuse in the news media and elsewhere, it is important that the church building and the church body be regarded as a place of refuge and safety for all who attend. Christian values must be maintained consistent with Biblical standards for all church related activities, whether they take place at the church or away from the church. It is important that we avoid wrong doing and even the appearance of wrong doing for the sake of continuing our ministry.

To provide a wholesome, highly reputable environment at Cascades Baptist Church, it is the desire of the Deacon of Children's Ministry, children's ministry staff, and Elder Board that the following policy regarding child interaction be effective immediately. Children for the purpose of this policy are senior high age and younger. Adults are 18 years old and older.

WORKER SELECTION

1. Primary screening is required for paid and volunteer workers prior to assignment of responsibilities. Elders (including pastors) and Deacons who by nature of their leadership positions could become children or youth volunteers at any moment shall also be screened. This means a screening form and criminal record check release form must be filled out, signed, verified, and filed in a locked drawer. The "Children's Ministry Volunteer Application" example in Appendix A or an updated version is used for this purpose. When no longer needed, the paper application will be shredded to protect personal information. Volunteer, Elder, and Deacon background checks are good for up to 5 years at which time a new background check will be performed.
2. Workers must complete basic information on a volunteer application form which states who they are, lists two personal references, and other information helpful to the Deacon of Children's Ministry and children's ministry staff in placing current or new workers.
3. As part of volunteer training, workers will be informed of this policy.
4. All children's workers must be approved by the Deacon of Children's Ministry and designated children's ministry staff before they are given an assignment.
5. This policy must be reviewed and understood by the Deacon of Children's Ministry and children's ministry staff so that they may carry on these duties.

WORKER SUPERVISION

1. Routine children's activities such as Sunday School classes will be conducted in assigned locations with normal leadership in attendance. Random visits to classrooms and/or remote areas should be performed by the children's ministry staff.
2. Changes in meeting place must be arranged with the Deacon of Children's Ministry or designated children's ministry staff.
3. Nursery, Toddlers, Preschool, 1st through 5th grade, AWANA, and other activities should use a team approach where there are always two adults working together. One adult must be at least 21 years old.
4. Exceptions to the team approach may be allowed in low risk situations, but additional supervisory care must be taken. When class size requires one teacher or leader to work with the children in a room with no visual access (window in interior door or wall), the door to the classroom should be left fully open.
5. When a small child needs a diaper changed or help going to the bathroom this should usually be done by an approved nursery or toddler worker or the child's parent. You must stay in the presence of at least one other adult if you are not the parent.
6. Non-nursery age children needing special assistance with clothing adjustments or help in the bathroom should ideally be assisted by two adults, of the same sex whenever possible. If one adult must provide assistance, and if the same child needs assistance from time to time, a different adult should provide the assistance the next time.
7. Occasionally there are church sponsored activities away from the Jackson community such as swimming parties, camping trips, etc. For these activities, additional care must be taken to assure a proper environment free from offensive activities and free from opportunity for inappropriate behavior. Constant supervision must be provided when:

- A. Transporting children for activities originating at the church, whether in church owned or in private vehicles, a minimum of one adult is required in each vehicle. When one adult/one child travel is necessary, written parental permission specifically stating the child may travel with the leader is required before the activity begins.
 - B. One adult/one child sleeping arrangements are not allowed.
 - C. Activity permission slips are required for church related activities where travel away from the Jackson community is necessary. The activity must be described on the permission slip including event and date.
 - D. Chaperoned sleeping (leaders in the same physical space as children and of the same gender) is required.
 - E. When planning church related activities such as slumber parties, the person doing the planning must take into consideration the home or other environment where the activity will take place and the type of program or entertainment to assure it is proper and wholesome. Other rules (7A, B, C, F) continue to apply to this type of activity.
 - F. All arrangements for church related activities away from the Jackson community involving children must be pre-planned and submitted to the Deacon of Children's Ministry or designated children's ministry staff.
8. Parents and appropriate church leadership must know where their children are and in whose care they will be. There must not be last minute changes in plans that would cause the children to be someplace or do something that their parents are not aware of.

REPORTING OBLIGATIONS AND RESPONSE TO ALLEGATIONS

Policy B.5 titled Child Protection Policy contains the reporting and response requirements that paid and volunteer children's workers are expected to follow.

B.5 Child Protection Policy (Approved May 27, 2009)

All church workers (whether employed by the Church or serving as a volunteer) must report actual or suspected abuse and neglect of children to Child Protective Services (800-942-4357). You are legally obligated to notify authorities personally when you know or suspect a child is being either neglected or abused in any way. Abuse can take the form of physical or sexual harm, emotional harm, neglect or abandonment. Cascades Baptist also requires that you next (and within 24 hours) notify the Deacon of Children's Ministry and one of the Pastors of Cascades Baptist Church when you know or suspect child abuse or neglect. The Deacon or Pastor will have you fill out the proper form for documenting the observations. However, reporting to the church authority does not relieve you of your legal responsibility to make a personal report to the Child Protective Services.