

# Application to Work with Children / Youth

*This application is to be completed in full by all church paid staff and all volunteers for any position involving the supervision, teaching, or custody of minors. Information will be treated as confidential and is needed to help us provide a safe environment for children and youth who participate in our programs and use our facilities.*

Name (First, Middle, Last): \_\_\_\_\_ Date: \_\_\_\_\_

(List any other names that have been used, including maiden or previous married name)

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Best time to call: \_\_\_\_\_

SS# - - Birth date: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouses Name: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Number of Children: \_\_\_\_\_ Ages: \_\_\_\_\_

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

## Positions

In which areas would you like to serve? Please check below.

Nursery

Toddler  3  4  5

Primary Elementary (1–3rd):

Elementary (4th–5th):

Middle School (6th–8th):

High School (9th–12th):

## When are you available to serve?

Sunday School  9:00 am

Sunday Worship or Youth

10:00 am  6:00 pm

Midweek Program

. All children's ministry team members are directed to view the training videos at <https://vimeo.com/145435920>.

## Background

How long have you been attending this church? \_\_\_\_\_ years \_\_\_\_\_ months

Are you a member of this church?

Yes  No  In Process

Do you have a personal relationship with Jesus Christ?

Yes  No Since when? \_\_\_\_\_

List your top three spiritual gifts (if you are not aware of your gifts, please ask for a Spiritual Gifts Inventory): \_\_\_\_\_

List any gifts, talents, training, skills or education that have prepared you to work with children: \_\_\_\_\_

Do you have any physical disabilities or conditions preventing you from performing certain types of activities?

Yes  No If yes, please explain \_\_\_\_\_

Have you ever been convicted of a crime?

Yes  No If yes, please explain \_\_\_\_\_

Have you ever been accused, arrested or convicted of child abuse, neglect, or a crime involving actual or attempted sexual molestation of a minor or other sexually related crime?

Yes  No If yes, please explain \_\_\_\_\_

Do you use illegal drugs?

Yes  No

Have you ever been hospitalized or treated for alcohol or substance abuse?

Yes  No

Are there any circumstances involving your lifestyle or your background that would call into question your ability to work with children?

Yes  No Please explain: \_\_\_\_\_

If you have had any painful experiences in your life that have better equipped you or that may hinder you from a productive ministry with children and you would like to talk to a pastor regarding this circumstance, please indicate below.

Yes  No

I have read the above policy and procedure guide and agree to abide by same.

Signed: \_\_\_\_\_ / /

# ***VICTOR BAPTIST CHURCH***

## **POLICY AND PROCEDURE GUIDE IN SEXUAL MATTERS**

Victor Baptist Church opposes any form of sexual or abuse related misconduct. This policy applies equally to members, pastors, lay staff, employees, independent contractors and volunteers.

### **A. Defining Sexual Misconduct**

Sexual harassment includes, but is not limited to: unwelcome and unsolicited sexual advances, request for sexual favors, discriminatory tormenting based upon gender and other undesired verbal, visual, or physical conduct of a sexual nature. In part, sexual harassment occurs if there is:

1. Submission to any kind of sexual activity as an explicit or implicit term or condition of employment;
2. Submission to or rejection of, sexually harassing behavior if used as a basis for employment or other personnel decisions affecting the recipient of the behavior;
3. Purpose or effect of unreasonably interfering with the recipient's work performance;
4. Verbal harassment or abuse of a sexual nature;
5. Pressure for sexual activity;
6. Derogatory or dehumanizing remarks about women/men sexuality;
7. Remarks to a person with offensive sexual or demeaning implications;
8. Touching of an offensive sexual nature;
9. Nothing herein is intended to exclude the use of descriptive terms such as male or female gender or teaching of prohibited acts based upon recognized scriptural interpretation or description of recognized terms such as circumcision.
10. Any sexual act considered illegal or actionable under Iowa or Federal law.

### **B. Plan for Child safety**

1. **Our Responsibility:** We want every child to be able to discover and experience God's plan for his or her life while building Biblical relationships with friends, family and children's ministry leaders. This vision can only be realized when our children's programs are a safe and secure environment for every child. Unfortunately, today's world can sometimes be a hazardous place for children. Part of our responsibility in children's ministry is to do all in our power to protect the children from danger. Carefully following the Safe Child Plan is critical to the success of our quest to provide a secure environment for each child God brings our way.
2. **The Screening and Interview Process:** Every member of the children's ministry teams follows the same path as they begin their ministry. After indicating interest, each prospective team member has an interview with an authorized team leader and a background check. **All children's ministry team members are directed to view the training videos at <https://vimeo.com/145435920>.** Background checks will be done on all team members. Individuals with ANY record of child abuse are prohibited from serving as team members in ministries that require direct contact with children.
3. **Child supervision Guidelines:** Two adults should always be present with any child or group of children. In cases when this is not possible, the door to the room would be left ajar and or a window should make the area visible to others. Children will not be left alone or with other children without adult supervision. While their children are in care at Victor Baptist Church, parents are welcome to visit their child's classroom at any time.

### **C. Reporting Sexual Misconduct and Action Plan if Related Directly or Indirectly to Church Activities.**

1. The first step in stopping sexual harassment, when possible, is to directly inform the person involved that his/her conduct is unwelcome, a violation of church policy, and that it must stop immediately.
2. Anyone may report allegations of sexual misconduct to the senior pastor, deacon board, official church board, or a person of responsibility in the congregation.
3. Alleged victims of sexual misconduct are assured of Pastor/Penitent confidentiality of any allegations they make, if requested, as long as it does not involve a mandatory reporting.

**D. Investigating Sexual Misconduct**

1. Members of the congregation, officers, deacons, pastoral and lay staff, and volunteers will cooperate with designated committee of the Board of Deacons in an investigation of allegation of misconduct.
2. Victims of alleged sexual misconduct have the right (following the memorialization of the event in writing as to date, time and circumstances) to confront the accused.
3. The accused has the right to know the nature, date, circumstances, and substance of the allegations.
4. When the alleged victim and the accused will be apprised of the investigation, given the opportunity to due process, and advised of its outcome.

**E. Appropriate, Responding to Sexual Misconduct**

1. Pastoral staff, in cases of founded sexual misconduct, will be dealt with in accordance with the infraction.
2. Lay staff and volunteers found guilty of sexual exploitation will be removed from their duties in the congregation or dealt with in accordance with the infraction.

**F. Oversight and Education**

1. The Board of Deacons, through church staff, are responsible for the education of staff and congregation members about sexual misconduct and the existence of these policies.
2. The official church board is responsible to ensure that these policies are followed and if no action is taken.
3. This policy shall be available or posted for encouraged review at a convenient location in the church offices.