

CHURCH USE ONLY

Member:

Training:

References:

PA:

Preferences: \_\_\_\_\_

## Application for Children's Ministry Trinity Baptist Church

We are so glad that you are considering ministry to our children as a way to serve the Lord at Trinity! All volunteers who work with our children are required to fully complete this application. If there is any part of it that you do not understand or feel uncomfortable with, please speak with the Children's Ministry Pastor or the Children's Ministry Coordinator.

### PERSONAL INFORMATION:

Name: \_\_\_\_\_ Date \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I prefer to receive information regarding children's ministry via  email  phone

### FAMILY INFORMATION

I am:  Single  Married  Divorced  Widowed

Do you have any children?  Yes. How many? \_\_\_\_\_  
 No

### MEMBERSHIP INFORMATION

How long have you been a member of Trinity Baptist Church? \_\_\_\_\_

What other ministries and activities have you participated in at Trinity?

## AREAS OF MINISTRY

I am interested in serving as a (*check all that apply*):

### Sunday School Hour (8:45-10am)

- Nursery caregiver (ages infant through 2 years)
- Climbers Sunday School (ages 3-6)  
(circle one)    Lead Teacher            Assistant Teacher
- Runners/Flyers Sunday School (1<sup>st</sup>-5<sup>th</sup> grade)  
(circle one)    Lead Teacher            Assistant Teacher

### Children's Church (during worship service)

- Nursery caregiver
- Walkers (2 years old)  
(circle one)    Lead Teacher            Assistant Teacher
- Skippers (3-4 years old)  
(circle one)    Lead Teacher            Assistant Teacher
- Climbers (4-6 year old)  
(circle one)    Lead Teacher            Assistant Teacher
- Runners/Flyers (1<sup>st</sup>-5<sup>th</sup> grade)  
(circle one)    Lead Teacher            Assistant Teacher

## PRIOR EXPERIENCE

Have you taught or cared for children in any church before?

Yes. Please describe dates and places.

No.

In what other church or parachurch ministries have you had significant involvement, including any involvement in children's ministry?

Please describe any gifts, training, education or other factors that have helped prepare you for ministry to children.

## PERSONAL COMMITMENT

*(Please consider and check each of the statements below. If there are any you need to discuss further, please contact the Children's Ministry Pastor or Children's Ministry Coordinator prior to signing the commitment.)*

Depending on the Holy Spirit and by God's grace:

- I will seek to learn more about ministering to children, as information and training are made available.
- I will faithfully and regularly pray for the children who are under my care.
- I commit myself to continuing personal spiritual growth.
- I have read and understand the information contained in Trinity Baptist Church's Children's Ministry Handbook.
- I will follow the policies set forth in the Children's Ministry Handbook.
- I will be faithful and dependable in this ministry.
- I commit to knowing when I am scheduled to serve and arriving to serve on time (or early).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONFIDENTIAL INFORMATION

The following questions are designed to help us promote a safe, secure and loving environment for the children who participate in our programs as well as for our volunteers. All information provided in this section of the application will be treated confidentially and will not be disclosed to others outside the staff immediately involved in the children's ministry screening process unless that staff deems that disclosure to the elders is necessary for the protection of the children participating in our programs.

Because these questions are of a personal nature, please do not feel obligated to answer them in writing. If you would prefer to discuss any of these matters further with the Associate Pastor or the Coordinator of Children's Sunday School, please simply indicate that desire below or leave the form blank.

Answering yes to any of these questions will not necessarily disqualify you from participating in children's ministry at Trinity Baptist Church

Have you ever been a victim of abuse?

*(Many people have experienced abuse at the hands of others. Most victims of abuse abhor such behavior and are especially alert and sensitive to the need to provide a safe and caring environment for children. At the same time, residual effects may remain in some people's lives, including a hesitancy to report suspected child abuse, which is why we ask this question.)*

- Yes
- No
- I would like to discuss this.

Comments:

Have you ever been accused of, participated in, plead guilty to, or been convicted of child abuse, child neglect, or any other crime against a minor?

- Yes
- No
- I would like to discuss this.

Comments:

Have you ever been convicted of or plead guilty to a crime (other than minor traffic violations)?

- Yes
- No
- I would like to discuss this.

Comments:

Have you deliberately and repeatedly viewed pornography in the past three years?

*(This includes reading, watching, listening to, or in any other way using pornographic material, including books, magazines, television shows, movies, the internet or telephone services)*

- Yes
- No
- I would like to discuss this.

Comments:

## PERSONAL REFERENCES

Every application for participation in children's ministry at Trinity Baptist Church must provide two personal references. The Children's Sunday School Coordinator or the Associate pastor will contact the references you list.

If you have been a member of Trinity for *less than one year*, one of these recommendations should be from a pastor or other church leader from the last church you attended prior to Trinity, and the second should be from another person with whom you have worked in the past (preferably in children's ministry, if possible).

If you have been a member of Trinity for *more than one year*, one of these recommendations should be from a church leader (preferably *not* the pastor or the pastor's wife), and the second should come from someone else within the congregation who knows you well and can attest to your suitability to work with children.

Reference #1

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relation: \_\_\_\_\_

Reference #2

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relation: \_\_\_\_\_

## VERIFICATION OF INFORMATION

The information contained in this application is true and correct to the best of my knowledge. I authorize Trinity Baptist Church to contact any references or organizations listed in this application. Furthermore, I authorize such references and organizations to provide Trinity Baptist Church with any information they have regarding my character and fitness for working with children. I release Trinity Baptist Church, all of its agents, and all such references and organizations from any and all liability for any damage that may result from furnishing such evaluations to you, and I waive any right that I may have to inspect references provided on my behalf.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Permission to Obtain a Background Check

*(This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least five years after requesting a background check.)*

In the interest of safety and security I, the undersigned applicant (also known as "consumer"), authorize Trinity Baptist Church through its independent contractor, LexisNexis, to procure background information (also known as a "consumer report and/or investigative consumer report") about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Trinity Baptist Church, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Identifying Information for Background Information Agency (also known as "Consumer Reporting Agency")

Print Name:

\_\_\_\_\_

First	Middle	Last
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Other Names Used (alias, maiden, nickname): \_\_\_\_\_

Current Address:

\_\_\_\_\_

Street /P. O. Box	City	State	Zip Code	County	Dates
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Former Address:

\_\_\_\_\_

Street /P. O. Box	City	State	Zip Code	County	Dates
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Social Security Number: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender \_\_\_\_\_

Trinity Baptist Church  
CHILD, YOUTH, AND WORKER PROTECTION POLICY

Trinity Baptist Church desires to be a safe place for all children and adults who attend any activity or ministry. Each year children are victimized by individuals they know and trust. The church is not immune to the potential for such abuse or neglect of children, either by its members or by those in leadership positions. Incidents of child abuse or neglect cut across every racial, social, economic, and religious boundary. This Child, Youth, and Worker Protection Policy reflects Trinity Baptist Church's commitment to protect children from harm. The policy applies to all volunteer and compensated workers of Trinity Baptist Church.

Trinity Baptist Church will not tolerate child abuse or neglect. Your cooperation in this policy not only reflects your concern about children's safety in this society, but also your willingness to take steps toward halting child abuse and its detrimental effects.

For the safety and protection of our children and workers, all people who participate in church-sponsored activities with children will be required to comply with this policy.

### APPROPRIATE TOUCH

Physical contact is important to each of us. Jesus knew this and often laid his hands on people to comfort and heal them. Similarly, we can express ourselves through handshakes, hugs, and other forms of touching to communicate the love of Christ to others. As a church, we strive to create a safe environment for our children in which all physical contact is healthy, edifying and loving. And so, we must insist that all volunteer and compensated workers at Trinity Baptist Church act in accordance with federal and state laws, as well as God's higher standards of conduct, regarding physical contact with children. The church will uphold and enforce to the best of its abilities a strict policy that prohibits unwanted touching (sensual, exploitative or otherwise uncomfortable in nature) of children. We define appropriate touching as physical contact that reflects the love of Christ.

### DEFINITIONS

In this policy the following definitions will apply:

1. Child: Any person under the age of 18.
2. Special Needs Person: Any adult or child requiring direct adult supervision as a result of mental or physical limitations.
3. Adult: Any person age 18 and over.
4. Child abuse and neglect: Physical abuse, sexual abuse, emotional abuse, or neglect of a child by an adult or adolescent caregiver responsible for the child's welfare.
5. Physical abuse: Maltreatment which results in physical injury, including but not limited to bruises, cuts, welts, fractures, and internal injuries.
6. Emotional abuse: Maltreatment which results in impaired psychological growth and development, including, but not limited to, belittling, rejection, constant unequal treatment, verbal assaults, excessive demands on child's performance, and isolation from normal social activities.



7. Sexual abuse: Maltreatment which consists of sexual contact or interactions with a child, including, but not limited to, physical contact (fondling, genital/oral stimulation, sexual intercourse) and non-physical contact (exhibitionism, child prostitution, pornography, and voyeurism).
8. Neglect: Failure or inattention on the part of the caregiver to provide for a child's basic needs such as food, clothing, shelter, medical care, and supervision.
9. Compensated workers: Hourly, salaried, part-time, or full-time employees who work with children at any church-sponsored activity.
10. Volunteer workers: Any non-compensated individual who works with children at any church-sponsored activity.
11. Caregiver: Any compensated or volunteer worker, seventh grade or older.
12. Mandated reporter: Any person with responsibility for the care of children is a mandated reporter. If a caregiver has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the Department of Children and Family Services (1-800-842-2288).

#### SCREENING FOR VOLUNTEER AND COMPENSATED WORKERS

The following procedures reflect our commitment to provide protective care for all children and caregivers who participate in church-sponsored activities.

1. Volunteer workers must be regular attendees of Trinity Baptist Church for at least six months.
2. All volunteer and compensated workers must complete the following procedures before participating in any church-sponsored children's activities.
  - A. All volunteer and compensated workers must complete a Trinity Baptist Church Children and Youth Worker Application form. References will be checked.
  - B. An interview will be conducted by the Pastors or Elders of Children and Youth Ministries.
  - C. All persons working with children must attend orientation/training activities appropriate to the level of the volunteer or compensated worker.
3. Applicants must sign a written acknowledgement stating they have received and reviewed a copy of the Trinity Baptist Church's Child, Youth, and Worker Protection Policy.
4. All volunteer and compensated workers shall be screened by a background check for the purpose of obtaining information regarding criminal history or abuse findings.
5. Any adult member of the congregation, volunteer, or compensated worker who has been convicted of a crime against a child or a violent crime against another adult, shall not provide service in any church-sponsored activity or program for children or special needs persons.

Those who have been convicted of either sexual or physical abuse can be forgiven for, and cleansed of their sin. However, sin does have consequences and while such persons may serve in certain other areas of ministry at Trinity Baptist Church, they will be prohibited from serving in the children's and special needs ministries.

6. This application and the results of any screening shall be kept confidential by authorized church staff.

## GENERAL POLICIES FOR SUPERVISION OF CAREGIVERS

### Children's Ministries (Birth – Fifth Grade)

1. Caregivers shall not engage in any form of physical abuse, emotional abuse, sexual abuse, or neglect.
2. Every effort will be made to have a minimum of two adults working together with children. In a Bible Study or similar teaching environment, it is acceptable to have individual classes/groups with only one adult caregiver provided there are other adults present in the general area. This protects the children and the adults, as well as providing a safer situation in the event of an accident or emergency.
3. The classroom doors shall remain open to allow a clear view of classroom activities.
4. When possible, children are to be encouraged to take care of their own bathroom needs. Should assistance be required, another adult or caregiver should be present.
5. Children younger than 5th grade shall be released to parents or guardians from their classrooms after the church service. Persons other than the child's parents or guardians must be authorized to pick up the child.
6. A positive approach to discipline shall be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately.
7. The Pastor and/or Elder of Children's Ministries must approve any activities that are held off site. Parent or guardian permission shall be obtained and there shall be a minimum of two adult caregivers present.
8. Organized events on or off site (Trinity Baptist Church) shall be staffed with a minimum ratio of 1:10, adult caregiver to child. Overnight events that are attended by children of both genders must be chaperoned by adult caregivers of both genders.

### Youth Ministries (Sixth Grade – Twelfth Grade)

1. Caregivers shall not engage in any form of physical abuse, emotional abuse, sexual abuse, or neglect.
2. Every effort will be made to have a minimum of two adults working together with children or students. In a Bible Study or similar teaching environment, it is acceptable to have individual classes/groups with only one adult caregiver provided there are other adults present in the general area. This protects the children and the adults, as well as providing a safer situation in the event of an accident or emergency.
3. Organized events on or off site (Trinity Baptist Church) shall be staffed with a minimum ratio of 1:10, adult caregiver to child.
4. The Pastor and/or Elder of Youth Ministries must approve any activities held off site.
5. Overnight events that are attended by youth of both genders must be chaperoned by adult caregivers of both genders.
6. A positive approach to discipline shall be practiced. Clear, consistent, age-appropriate limits shall be established.
7. It is recognized that certain counseling and ministerial situations may preclude the presence of two adult caregivers and that the general guidelines for supervision of caregivers should not restrict situations

where individual counsel and guidance is necessary. In this case the door must be left open or the window of the door shall remain uncovered.

8. For camps, retreats, or similar activities, two adult caregivers shall work as a team when it is not possible to have two adults in the same sleeping room. The team approach shall be encouraged and coordinated by the supervisory staff person.
9. The supervisory staff person shall be aware of and responsible for such activities.

#### REPORTING SUSPECTED ABUSE OR NEGLECT

Trinity Baptist Church has determined that it is the responsibility of the pastoral staff to report all cases of suspected child abuse or neglect to the proper legal authorities with 12 hours of it being discovered. When it becomes necessary to report suspected child abuse or neglect, the protection of children must be the most important concern.

As a caregiver, you are a mandated reporter of child abuse or neglect. It is the legal responsibility of a mandated reporter to report all cases of child abuse or neglect they observe, and further, to report visible signs of alleged abuse or neglect. Failure to report could lead to liability on the part of the church, the observer, or both. The confidentiality of the pastor/attendee relationship is very important. Reporting probable cause of child abuse or neglect has the potential for helping individuals receive help for a previous problem and may prevent further harm to self and others.

What is probable cause? Probable cause means that the available facts when viewed in the light of the surrounding circumstances would cause a reasonable person to believe a child was abused or neglected. A report based on probable cause does not require proof that abuse or neglect has actually occurred; rather, it is a request for an assessment of the condition of a child.

Because we believe children are our most important concern, Trinity Baptist Church has adopted the following guidelines for reporting suspected abuse:

1. Upon observing or suspecting abuse, the caregiver shall immediately do the following:
  - a. Make sure the child's safety and comfort are secured.
  - b. Make sure the suspected abuser is safely away from the children.
2. Report the abuse or neglect promptly to the Pastor or Elder of Children's Ministries and/or the Pastor or Elder of Youth Ministries. To preserve confidentiality, it is important to discuss the incident initially only with any of these four individuals.

#### RESPONSE OF TRINITY BAPTIST CHURCH

Trinity Baptist Church's primary function in responding to allegations of sexual abuse or neglect are to attempt to provide pastoral care to all who are affected, to attempt to ensure the safety and protection of persons who have been or may be harmed, to seek healing by providing pastoral care and other needed assistance to all who are affected, and, to the extent possible, to respect the privacy and rights of the parties involved and the confidentiality of communications.

If Trinity Baptist Church receives an allegation of child abuse or neglect, the pastors will respond with the utmost concern to the victim, parent, or other party making such an allegation. The accused will be treated with dignity and support. Without clear and convincing evidence to the contrary, Trinity Baptist Church will assume that such complaints are made in good faith. Persons making such complaints should have no doubt that Trinity Baptist Church takes them seriously and will take appropriate action.

If an alleged abuser contacts the church officials about a complaint, Trinity Baptist Church personnel may confirm that they have received such a complaint only if they are certain the alleged abuser already knows this. They should avoid discussing the allegations or making any further comments until the proper authorities have

an opportunity to conduct their investigation. They should not identify the alleged victim or compliant during an investigation.

If the media or other parties contact a church official about a pending allegation of child abuse, they should be referred to the Pastor. Only the Pastor or his designee shall make comments about the allegation.

#### RESPONSIBILITIES OF THE TRINITY BAPTIST CHURCH PASTORAL STAFF

In accordance with the Church's position that child abuse and neglect shall not be tolerated, the pastoral staff shall do the following:

1. Take all allegations of child abuse and/or neglect seriously.
2. Document all efforts at handling the incident.
3. Contact the Department of Children and Family Services (1-800-842-2288) within 12 hours. Do not attempt an in-depth investigation. This should be left to professionals who are familiar with these cases.
4. Report the incident immediately to the church insurance company and attorney.
5. Do not try to handle this without professional outside assistance.
6. Notify the parents or guardians.
7. Do not confront the accused until the safety of the child or special needs person is secured.
8. Do not prejudge the situation, but take the allegations seriously and reach out to the victim and the victim's family. Showing care and support will help to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the first priority.
9. Treat the accused with dignity and support. If the accused is a caregiver, that person should be relieved temporarily of his or her duties until the investigation is finished.
10. Use the text of a prepared public statement to answer the press and to convey news to the congregation. Be careful to safeguard the privacy and confidentiality of all involved.

I have read the above policy and understand my responsibilities and expectations as a Pastor, Staff Member, or Youth and Children's Ministry worker and agree to abide by the guidelines and policies described above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name