

## Children's Ministry Application - Twin City Bible Church

Thank you for your interest in serving the children and families of Twin City Bible Church. Upon approval of your application, the Children's Ministry Director will work with you on appropriate placement with our team, as it fits our needs and your interest and experience.

**Please complete this application, place it in a sealed envelope, and return to the church welcome desk, or deliver to the Children's Ministry Director.**

FOR OFFICE USE ONLY	Date Received or Conducted	Director Initials
Required Item		
Children/Youth Ministry Application		
Child/Youth Protection Policy		
Statement of understanding/compliance		
References Contacted		
Criminal background check		
Interview with ministry director		
Training session		

PERSONAL INFORMATION			
<b>Name:</b>		<b>Date of Birth:</b>	
<b>Street Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Home Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>			
<b>I prefer to be contacted via:</b> <input type="checkbox"/> email <input type="checkbox"/> Home phone <input type="checkbox"/> Cell phone <input type="checkbox"/> Text			
FAMILY INFORMATION			
<b>Relationship Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
<b>Do you have any children?</b> <input type="checkbox"/> Yes - how many: _____ <input type="checkbox"/> No			
MEMBERSHIP INFORMATION			
<b>Membership date (approximate):</b>			
<b>What other ministries have you participated in at Twin City Bible Church?</b>			
<b>Have you taught or cared for children in any church or parachurch ministry before?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please briefly describe including dates and places)			
<b>Please describe any training, education, or other abilities (including musical skill) that would apply to your ministry to children:</b>			

**PERSONAL REFERENCES:**

Every applicant for participation in children’s ministry must provide two personal references. The Children’s Ministry Director will contact these references.

If you have been a member of Twin City Bible Church for *less than one year*, please list the following:

- 1. A pastor or church leader from the church you most recently attended;
- 2. A person with whom you have worked or served in the past who knows you well. (If you have worked in the children’s ministry in the past, please list someone who served with you in that setting.)

If you have been a member of Twin City Bible Church for *more than one year*, please list the following:

- 1. A pastor, small group leader, or other church leader who knows you well;
- 2. Another member of Twin City Bible Church who knows you well and can attest to your suitability to work with children.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

**VERIFICATION OF INFORMATION:**

The information contained in this application is true and correct to the best of my knowledge. I authorize Twin City Bible Church to contact any references or organizations listed in this application. Furthermore, I authorize such references and organizations to provide Twin City Bible Church with any information they have regarding my character and fitness for working with children. I release Twin City Bible Church, 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: \_\_\_\_\_

## 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. This information will be kept confidential, and viewed only by the Children's Ministry Director.

If you would like to discuss any of these matters further with the Children's Ministry Director, please simply indicate that below or leave the form blank.

Answering "yes" to any of these questions will not necessarily disqualify you from participating in the Twin City Bible Church Children's Ministry.

1. **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.
2. **Have you ever been accused of, participated in, pled 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.
3. **Have you ever been convicted of or pled guilty to a crime (other than minor traffic violations)?**  
 Yes       No       I would like to discuss this.
4. **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.
5. **Do you have any ongoing sin struggles that you think would keep you from ministry to children?**  
 Yes       No
6. **Do you have any communicable diseases or infections, such as tuberculosis, Hepatitis B, HIV/AIDS, MRSA, etc.?**  
 Yes       No       I would like to discuss this.
7. **As a child or teenager, did you ever have sexual interaction or contact with a child?**  
 Yes       No       I would like to discuss this.

## PERSONAL COMMITMENT:

In dependence on the Holy Spirit and by God's grace,

- I will be faithful and dependable in this ministry.
- I will seek to learn more about ministering to children as information and training are available.
- I will faithfully pray for the children under my care.
- I commit myself to continuing personal spiritual growth.

- I have read, understood, and commit to abide by the policies set forth by Twin City Bible Church Children's Ministry.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **TWIN CITY BIBLE CHURCH CHILDREN AND YOUTH PROTECTION POLICY**

### **I. Purpose:**

Twin City Bible Church desires to create an environment that is welcoming and safe. While we seek to demonstrate the love of Christ to all, we also believe we are called to take measures that will create a safe environment for all who gather. This calling to provide a safe environment applies especially to the children in our body, and we take this responsibility seriously. As faithful adults, we must do all that we can to create a safe and secure environment for the children that have been entrusted to our care. This includes protection from physical, emotional and spiritual dangers that may confront them. We acknowledge that churches are not immune to incidents of abuse and misconduct.

This policy is part of a prayerful effort to put in place the practices and procedures necessary to keep children free from harm. We also see these practices and procedures as a protection for those adults that graciously serve the children within our congregation. The elders of Twin City Bible Church endorse all aspects of this policy, recognizing that by protecting children, and reducing the possibility of abuse, we are also taking critical steps necessary to protect the entire ministry of our church.

### **II. Abuse Defined**

According to the National Clearinghouse on Child Abuse and Neglect Information, neglect is failure to provide for a child's basic needs. Neglect may be:

- Physical (e.g., failure to provide necessary food or shelter, or lack of appropriate supervision)
- Medical (e.g., failure to provide necessary medical or mental health treatment)
- Educational (e.g., failure to educate a child or attend to special education needs)
- Emotional (e.g., inattention to a child's emotional needs, or permitting the child to use alcohol or other drugs)

These situations do not always mean a child is neglected. Sometimes cultural values, the standards of care in the community, and poverty may be contributing factors, indicating the family is in need of information or assistance. When a family fails to use information and resources, and the child's health or safety is at risk, then child welfare intervention may be required.

Physical Abuse is physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Sexual Abuse includes activities by a parent or caretaker such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or the production of pornographic materials.

Emotional Abuse is a pattern of behavior that impairs a child's emotional development or sense of self-worth. This may include constant criticism, threats, or rejection, as well as withholding love, support, or guidance. Emotional abuse is often difficult to prove and, therefore, CPS may not be able to intervene without evidence of harm to the child. Emotional abuse is almost always present when other forms are identified.

### **III. Application Process**

The following steps comprise the application process for service in the youth and children ministries of Twin City Bible Church:

- Application completed for every volunteer worker that is working with or around minors
- Membership confirmed
- Reference checks conducted on all applicants
- Criminal background checks completed on all volunteers that have regular contact with minors
- Interview by ministry leader
- Training session completed

Background checks will be conducted by a designated staff member or church official. Results of the background and reference checks will only be shared with those making the decision on whether to place the applicant into a ministry position.

Those offenses that would keep an applicant from being hired or selected would include all crimes of violence, abuse, or felonies against people, especially children. Other crimes revealed will be reviewed by the staff.

Volunteers applying for a position must be members in good standing.

No teens under the age of 16 years-old may be placed in charge of other minors. Those between 16 and 18 years old must do so only under the direct supervision of an adult.

All applicants must sign and affirm that they have read and understand all policies prior to being placed in the position they are applying for.

### **IV. Job Descriptions**

Applicants for any position will be required to read the job description applicable to the position they are applying for. It is the responsibility of the applicant to read the description and policies and communicate any foreseeable problems they may have with performing the job.

### **V. Training**

All volunteers working with children will be required to review and affirm the child protection policy and other applicable policies. Review of this material will occur during the interview process. Volunteers may be required to participate in additional training on sexual abuse prevention in the church.

All selected applicants may also be required to participate in ongoing regularly scheduled training. This training may include, but not be limited to, issues about their job, abuse, reporting requirements, supervision, safety and security, church guidelines, and first aid.

### **VI. Supervision**

To guard against the potential of abuse or injury, it is important that all of those working with minors understand the necessity for proper supervision. The following guidelines must also be followed:

- No adult will be permitted to be alone with one child at any time.
- When in a room with children, if there is no window glass, the door must not be closed.
- Adults should not be alone with children in the restroom. Trips to the restroom should be with at least two children. Where possible, the adult should be in the doorway and not in direct, physical contact with the child. Volunteers should abide by additional guidelines in the teacher handbook regarding bathroom use.
- Any children participating in dangerous, hazardous or unusual behavior must be corrected and reported to the ministry coordinator.
- In the event of an injury, an incident report form should be completed and the parents and ministry coordinator notified. Any suspected abuse should be reported to the ministry coordinator and/or one of the elders immediately.

- It is required that only women change the diapers of infants and children.
- All off-site activities will be pre-approved and will include at least two adults. When boys and girls are present for off-site or overnight events, at least one adult of each gender will be present. It is recommended that the two adults be unrelated.
- Behavior that is disruptive to the group will be handled with positive verbal instruction defining behavioral expectations and consequences. Physical discipline, isolation and abusive verbal correction is prohibited. Volunteers are expected to abide by the discipline guidelines outlined in the teacher handbook.
- Never allow yourself to be involved in a situation that could give rise to the perception or appearance of inappropriate behavior.
- For the safety of all children, physical contact between children should be discouraged. In preschool age and above, physical contact between volunteers and children should be limited and for the purpose of safety. If physical contact to comfort a child is needed, this should be done by a female volunteer. In a situation in which prolonged comfort is required, the child's parent should be contacted.

## VII. Accident, Allegation, Incident Response and Reporting

Adult leaders are responsible to respond to and report all acts of physical, emotional or spiritual abuse and any accidents or incidents that could have or did cause injury.

ALL abuse or suspected abuse should be reported to the staff person in charge. A report should be written and reviewed by the senior staff as to who will report and how it will be reported to the authorities.

*\*\*\*From [www2.ncdhhs.gov](http://www2.ncdhhs.gov) - If you suspect that a child is being abused or neglected, or if you think a child may have died from being mistreated, you must report what you know to the county Department of Social Services. This is the law (N.C.G.S. § 7B-301). Do not be afraid to report. As long as you are acting in good faith, you cannot be held liable (N.C.G.S. §7B-309).\*\*\**

The following procedures will be followed when confronted with an abuse allegation or incident:

1. Immediately ensure the safety of the child or youth.
2. Report the event immediately to a ministry coordinator but do not leave the child alone while doing so.
3. Make notes as appropriate as to what was seen or heard.
4. Do not discuss the event with anyone other than the ministry coordinator.
5. Do not confront the alleged perpetrator.
6. Any volunteer accused of abuse will be removed immediately from contact with children until an investigation by authorities is concluded.
7. The appropriate staff member (or his/her designee) will:
  - Notify the child's parent(s) or guardian(s)
  - Contact the appropriate authorities
  - Notify the church's legal counsel and insurance carrier

## VIII. Policy Violations

Any volunteer that does not follow these policies will be notified of their actions. If the violation is considered to be major (as determined by the ministry coordinator and elders) the person will be terminated from their position immediately. Pending an investigation and/or review he/she may be reinstated or removed from their position. Minor violations will be noted and multiple violations may result in removal.

**I have read, understand, and will comply with the Children and Youth Protection Policies of Twin City Bible Church.**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name)

