

# Children's Ministry Policy and Application

(Birth – 5<sup>th</sup> Grade)

Complete and return to the *Director of Children's Ministry*  
before working with children at First Baptist Church

*We live in a time where sexual misconduct and child abuse are a reality in our society. The church must deal with these issues as a "good shepherd", by taking steps to protect the children in our care. First Baptist Church has implemented policies to help safeguard our children while promoting a positive, nurturing environment for ministry to them. The guidelines below are to be strictly followed by anyone working in Children's Ministry. We pray for God's blessing for our children, workers and church.*

## **BEFORE YOU BEGIN WORKING**

**Completion of Application** – Children's workers must complete and sign an application form before serving in children's ministry. All applications are considered confidential and are stored in a secure file in the church office.

**Background Check** – ALL applicants must fill out the enclosed *Background Check* form. Be sure to include your **birth date** and **social security number**, we cannot obtain a background check without it.

**References** – After gaining the applicant's permission, church leaders will contact references. Persons asked for references may be suggested by the applicants, or selected by church leaders. The church may contact employers, former ministers, and persons who have supervised an applicant in church work previously.

**New Workers** – For those new to the church or new to children's ministry, we will place them, on a trial basis, with a volunteer who has been approved in children's ministry.

**Interview** – Children's workers may be interviewed by a church leader to determine their suitability. Information from this interview will not be released to unauthorized persons.

**Auto Safety Form** – All children's workers who will be driving children or conducting other church business must complete and sign an Auto Safety Form.

**Signed Agreement to Follow Guidelines** – All children's workers must sign the agreement at the end of these guidelines to show their commitment to observe the guidelines.

## **GUIDELINES FOR CHILDREN'S MINISTRY WORKERS**

**Two-Person Policy** – It is our objective to have at least two workers in each room when working with children at all times. This rule accomplishes two important objectives: first, it reduces the risk of child abuse; second, it reduces the risk of unfounded claims of abuse.

**Corporal Punishment** – Hitting or spanking and other forms of punishment involving physical pain are never appropriate for children's workers in First Baptist Church activities. This rule holds true even if parents have suggested, or given permission for, corporal punishment. Workers must consult their supervisors or pastor if they need help with misbehaving children or discipline techniques.

**Physical Affection** – Hugging and other forms of physical affection between workers and children are important for a child's development, and generally are suitable in our church setting.

Touching, in response to the child's need for comfort, encouragement or affection should be initiated by the child. It should not be based upon the adult's emotional need. A child's preference not to be touched should be respected. Do not force affection on a reluctant child.

Physical affection should also be appropriate to the age of the child. (For example, it may be appropriate for a five-year-old to sit on a nursery worker's lap and give the staff member a kiss on the cheek, but it is not appropriate for a 6<sup>th</sup> grader and adult leader to behave this way.)

Touching and affection should only be given when in the presence of other adult workers. It is much less likely that a touch will be inappropriate or misconstrued as such, when two adult workers are present and the touching is open to observation.

Touching behavior should not give even the appearance of wrongdoing. As ministry workers, our behavior must foster trust at all times; it should be above reproach.

Church workers are responsible to protect children under their care from inappropriate touching by others.

Church workers must promptly discuss touching or other questionable behavior by other workers with their ministry leader or pastor.

**Workers MUST report suspected or observed child abuse IMMEDIATELY** to a pastor. Violations of these guidelines or suspect behavior by other workers must be reported in the same manner.

Workers must avoid even the appearance of misconduct.

Workers who disobey these guidelines may be released from Children's Ministry duties at the discretion of the church leaders.

**I have read the guidelines above. I understand them fully and agree to observe them faithfully.**

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Signature

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Date



**Personal Information**

A. Is there any behavior, activity or belief in your current lifestyle that might prompt others to question your ability to be a role model for children? If so, please explain:

B. What personal issues in your history or background might help or hinder you in ministry with children?

C. Did you experience physical, sexual, or emotional abuse as a child? If so, how might that affect your ministry with children? (Note: If you are a survivor of childhood abuse, you may wish to discuss your desire to work with children with a member of the pastoral staff, or appropriate church leader of the same gender, prior to any participation as a children’s worker. Or, you may request to speak to a female church leader.)

D. Have you ever physically, sexually, or emotionally abused a child? Please explain:

Y N Do you have any physical or medical limitations that could create a hazardous condition for our children?

Y N Have you ever been charged with a criminal offense relating to children, misconduct involving children, or crimes of violence?

Y N Have you ever been dismissed from a church or any organization?

\* Provide two references with whom you are *not* related:

| <u>Reference Name</u> | <u>Telephone Number</u> | <u>Years Known/Relationship</u> |
|-----------------------|-------------------------|---------------------------------|
| 1) _____              | _____                   | _____                           |
| 2) _____              | _____                   | _____                           |

\* List previous work (church or other agency) that **involved working with children**:

| <u>Church/Agency</u> | <u>Phone</u> | <u>Contact Person</u> | <u>Dates Worked</u> |
|----------------------|--------------|-----------------------|---------------------|
| _____                | _____        | _____                 | _____               |
| _____                | _____        | _____                 | _____               |

**I have completed the Children’s Ministry Application of First Baptist Church of Fort Collins, Colorado. I accept this policy and was given a copy of the guidelines for future reference.**

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Staff (Interviewer) \_\_\_\_\_ 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 two years after requesting a background check.)*

I, the undersigned applicant (also known as "consumer"), authorize \_\_\_\_\_ through its independent contractor, LexisNexis, to procure background information (also known as a "consumer report and/or investigative consumer report") about me. 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 \_\_\_\_\_, 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*

Other Names Used (*alias, maiden, nickname*): \_\_\_\_\_

Current Address: \_\_\_\_\_  
*Street/P.O. Box City State Zip Code County Dates*

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

Social Security Number: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

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