## YOUTH/CHILDREN'S WORKER SCREENING POLICY Grace Community Church - Glen Rose, TX

#### PURPOSE OF THE POLICY

Every applicant for nursery, children's and youth work in the church must be familiar with this policy and satisfactorily complete our screening procedures. This policy is motivated by several concerns:

1. We believe that it will help us to guard the honor, reputation, and name of our Lord Jesus Christ.

2. Recognizing God's tender love and concern for children (see Luke 18:16), we want to do all that we can to protect our children and youth from any kind of mistreatment including physical or sexual abuse.

3. Our church is not immune to the effects of sin, and it would be presumptuous for us to assume that this problem could never occur in our body. Therefore, while we should strive to be as "innocent as doves" we must also be as "shrewd [prudent, sensible, and practically wise] as serpents" (Matt. 10:16), especially with regard to the children God has placed under our care.

4. We want to protect our youth and children's workers from being suspected or falsely accused of wrongful behavior toward a child.

5. We want to protect our church from the scandal and trauma that an incident of abuse could bring upon our congregation.

#### THE POLICY

All applicants desiring to work with children/youth 12<sup>th</sup> –grade and under (including nursery) must have completed applications for youth/children's work on file in the church office.

All applicants are required to have satisfactory references from at least three people who are not relatives or employees.

All applications will be reviewed by a qualified representative of Grace Community Church.

#### THE SCREENING PROCESS

We view the screening process as an opportunity to promote teamwork (1 Cor. 12:12-31), to demonstrate mutual submission (Eph. 5:21), and to get to know one another better. By learning more about each other's gifts, abilities, and ministry goals, we can better encourage workers in their ministry to the children and youth of Grace Community Church (Heb. 10:24-25).

Personal Questions: A few of the questions we ask in the screening process deal with unpleasant issues, such as the use of pornography and sexual misconduct. (You may answer these questions either in writing or during a private interview with an elder/staff member involved in the oversight of the children.) Furthermore, God has used these questions to move some people to talk with an elder/staff member about painful past experiences or embarrassing sin problems, which have opened the way for pastoral counseling, leading to a new freedom in the Lord. Answering 'yes' to any of these questions may, but does not necessarily, disqualify a person for ministry with our children and youth.

Background investigations are conducted on all applicants for paid and volunteer positions. This investigation may include: (1) contacting churches or other organizations where the applicant has served; (2) contacting employers for whom the applicant worked within the past five years; and (3) requesting a criminal record check in this state and, if feasible, in states where the applicant has lived during the past seven years.

Confidentiality: All information acquired during the screening process is treated as confidential and will not be disclosed to others outside the immediate staff involved in the screening process unless the elder in charge of screening, or the elder board, deems that limited disclosure is necessary to protect a young person from possible harm.

Final approval to work with children and youth shall be made by the elder/pastor responsible for children's/youth ministry.

We appreciate your cooperation in this screening process to ensure that our youth and children's workers are well qualified for ministry to the youth and children of our church. We look forward to working with you as you use your gifts and talents to nurture the children God has placed under our care. If you have any questions about this process, please feel free to talk with an elder or pastor.

### **BACKGROUND INVESTIGATION AUTHORIZATION FORM**

Please read carefully before signing. The Fair Credit Reporting Act (Amended 1997) has stipulated that we inform you that a background investigation may be processed as part of our screening and selection process. This investigation may include inquiries to gather legal information regarding your personal characteristics, mode of living, character and general reputation. This information, if gathered, is used to verify specific information that you provided on an application, resume or during the interview process. Upon your written request, within a reasonable timeframe, the nature and scope of the report, if one is made, will be provided. In addition, if a report is processed, you have a right to request a copy of the report from the consumer-reporting agency that provided same report.

The items of personal information requested below are needed to process your background investigation. This information is intended solely for that purpose and will not be used in a discriminatory manner by the parties noted below in the making of appropriate staffing decisions.

Print Full Name of Applicant:				
first	middle		last	
Other names you have used, including MAIDEN names	and the date(s) your n	ame(s) ch	anged:	
Social Security #:	_ Your Date of Birth:	/	1	
		month	day ye	ar
Reason for Investigation (please circle): applying for jo	volunteering for:	driving	youth children	nursery
List all your addresses for the past 12 months, starting	with most recent: (mus	t include p	resent address);	
Street City:	State: County:	Zip	From	To
Address:		Code:	Mo./Yr.:	Mo./Yr:
		***************************************		
Have you ever been convicted of a crime (other than m			No:	
What state, what county, and what year did these conv				
For church van drive applicants: In the last three years	have you had a moving	g violation	?	
During the application process and at any time during Community Church, I hereby authorize the screen procure a consumer report which I understand ma reputation, or personal characteristics. This report repositories, departments of motor vehicles, past of governmental occupational licensing or registration source required to verify information that I have vocomplete and accurate disclosure of the nature an investigation includes information bearing on my constitution.	ing organization, on by include information that may be compiled with present employers of entities, business of luntarily supplied. If discope of the background in the backg	ehalf of ( regarding th informa and educ persona understar	Grace Community my character, go ation from courts retained institutions of the experience of the expe	Church to eneral record s, any other lest a
Applicant/Employee Name and Signature		Date		5/14/04

# Application for Ministry to Children and Youth Confidential Information Name \_\_ The following questions are designed to help us provide a safe, loving, and secure environment for the volunteers and children who participate in our programs. Answering "yes" to any of the following questions will not necessarily disqualify you for youth work. An elder or staff member may talk with you in private, however, to see whether you need any pastoral assistance regarding the matter and to learn whether that issue has a bearing on your ability to work with children or youth. If you prefer not to answer any of these questions in writing, you may leave them blank, and an appropriate leader will talk with you personally and privately. I would like to discuss this Comments or Explanations: 2. Have you ever touched a child in a sexual manner? (Do not include child-to-child contact that occurred more ☐ I would like to discuss this Comments or Explanations: 3. 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, Internet programs, or telephone services.) No Yes I would like to discuss this Comments or Explanations:

Many people have experienced abuse at the hands of others. Most of these people 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. Although we will not ask if you have ever been abused or molested while a minor, we want to offer pastoral assistance. Please make an appointment with any elder if you are concerned that a past experience of this nature may have a bearing on your ministry or if you need assistance in dealing with any after-effect.
I would like to discuss this.

## Reference Information

1. Please list all churches you l	nave regi	ularly atte	nded during the	past five years:	
Church		City	1	State	Yrs. Attended
1.					113. Attended
2.					
3.					
2. Please list all employers from	n the pas	t five yea	rs beginning with	the most recent:	•
Employer		Superv	risor	Phone	Dates Worked
1. 2. 3.					DECO TYOING
2.					
3.		1			
3. Please list any volunteer or p	oaid posi	ions you	have held in any	church in the past five	e years:
Position		Superv	risor	Phone	Dates Worked
1					
2.					
<u>3.</u> 4.		+	<del></del>		
٦.					
4. Please list the names of thre	e people	, other tha	an family membe	rs who know you wal	ı.
	F P			, 100 mm	
Name 1.		Addres	Address		Phone
2.					
3.					
<b>0</b> .					
Commitment  Should my application for childre  Bylaws, and policies for children  performance of my services on b	youth wo	orkers. I a	also agree to refra	to be bound by this ch ain from any unscriptu	nurch's Constitution, iral conduct in the
Signature				Date	
Signature of parent or guardia	an if appl	cant is a	minor	Date	
	• •			540	
For Office Use Only:	V.	Τ.			
GCC Member Former church record satisfactory		No No	NI/A	Dames of 1 a. C	
Personal interview satisfactory		No No	N/A N/A	Personal references satisfi Criminal record check sat	
Application form satisfactory		No	N/A	Cammar roots check sat	isfactory Yes ]
Approved for children/youth work b	У			on	F