

*First Baptist Church*  
of  
*Douglas, Georgia*

Policies & Procedures  
for the Prevention  
of Child Abuse

Employee/Volunteer  
Application Packet

First Baptist Church  
P.O. Box 790  
Douglas, GA 31534

*Touching Families for Christ*  
through  
*Revival... Evangelism... Changed Lives*

Revised: 5/24/07

**Personnel Committee  
2007  
First Baptist Church  
of  
Douglas, Ga.**

**Julian Meeks, chairman  
Tommy Sheppard  
John Deems  
June Cowart  
Dwayne Gillis  
Belinda Harrell**

**Rev. Ed Lycett Ex-officio**

Adopted by Church on \_\_\_\_\_  
Effective Date \_\_\_\_\_

**POLICY & PROCEDURES  
FOR THE  
PREVENTION OF CHILD ABUSE**

FIRST BAPTIST CHURCH  
DOUGLAS, GEORGIA

***PURPOSE***

It is the purpose of the members and staff of First Baptist Church to provide a safe and secure environment for preschoolers, children, youth and mentally handicapped persons entrusted to our care. We come with various experiences, backgrounds, and needs. We have many young married and single adults who have children in our preschool, children, youth areas and those who work with our adults who work with the mentally handicapped or elderly. Our commitment as a Church is to provide an environment as safe as possible for preschool, children, and youth who attend any Church sponsored programs or activities and to take the necessary precautions to protect Church leaders from accusations or suspicions of child abuse.

We recognize the need to have formal, written policies and guidelines to help prevent the opportunity for child abuse to occur. These procedures are for the protection of our preschoolers, children, youth, employees, volunteers, and our entire Church Family. The instructional objective of this church is to ensure that all staff and volunteers have a functional knowledge of issues pertaining to sexual abuse and comprehension of this policy. For this reason the Church adopts the following Policy and Procedures for the Prevention of Child Abuse.

We do this to encourage those preschoolers, children, and youth and their families to grow in their relationship with God and one another. To fulfill the Great Commission and to fulfill the churches stated purpose of Touching Families for Christ.

A safe and secure environment includes a formal, written policy to help prevent the occurrence of child abuse. The following policy and procedures are for the protection of our preschoolers, children, youth, employees, volunteers and our entire church family at First Baptist Church of Douglas, GA. The primary focus of this policy is to provide protection and security for all visitors and church family with special emphasis placed on the protection of all children.

## **SCOPE**

This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of preschoolers, children, youth, and mentally handicapped persons. The Associate Pastor and the Personnel Committee shall be responsible to the church for the full implementation of the program. Procedures of the Personnel Committee are not necessarily included in the manual for administrative purpose, but shall be included in the minutes of the committee.

## **DEFINITIONS**

For the purpose of this policy the following definitions shall apply:

1. "Preschooler," "child," "children," "youth," and "minor" shall be defined as any individual *under* the age of eighteen (18) (or whose mental capacity is that of a minor).
2. "Adult" shall be defined as any individual at least eighteen (18) years of age.
3. "Worker" shall be defined as any adult who serves as a volunteer and/or paid person given the responsibility of working with or caring for minors.
4. "Teenage Worker" shall be defined as any worker at least fourteen (14) years old or older, but under the age of eighteen (18) enlisted to assist with the care of minors.
5. "Child Abuse" shall be defined as, physical, emotional, or sexual abuse of a preschooler, child, youth, or minor.
6. "Criminal Background Check" (CBC) is the procedure used by a qualified agency to check the background of adult volunteers for criminal activity.

## **WHAT IS CHILD SEXUAL ABUSE?**

Any sexual activity with a child. Whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child."<sup>1</sup>

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<sup>1</sup> National Resource Center on Child Abuse; Hammar, Richard; Making Your Church Safe From Child Abuse; Church Law and Tax Report; Christian Ministry Resources; Matthews, NC; 2003; page 10.

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the action.

Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Child sexual abuse includes behaviors that involve touching and non-touching aspects.

## ***WORKER ENLISTMENT***

1. All paid employees of First Baptist Church will be required to complete an Employment Application. (Appendix A)
2. Whether a paid employee or a volunteer, each worker desiring to work with minors, will also be required to complete a Volunteer Application. (Appendix B)
3. A staff minister or nominating committee representative will interview and check references of all volunteer workers. All paid staff positions will be handled by Personnel Committee or a designated staff minister by the Personnel Committee.
4. After an application is received, prior employment and volunteer service and personal references will be checked. It is suggested that, at a minimum, personal references be telephoned and a written memorandum be made of the contents of those telephone conversations, and that prior employment and church service references be contacted in writing. (Appendix B)
5. Any prospective worker that has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity.
6. Criminal background checks will be performed on each applicant after the applicant has signed the authorization/waiver/indemnity (Appendix C) for, and prior to being enlisted as a worker. Annual criminal background checks will be performed on workers, randomly or as deemed necessary. (Only the Associate Pastor and the Designated Member of the Personnel Committee of First Baptist Church will have access to the criminal background check report. Recommendations will be given by this individual(s) to the Nominating Committee as to the qualification of applicants.) All associated costs of background checks will be paid by the church.
7. Standard interview questions will be developed and used in personal interviews with volunteer employee applicants, after reviewing the applications of the applicant, checking all references, and receiving a criminal background check report. (Appendix D) These interview sheets will be filled out with the results of the interview and kept in the employee personnel file, as well as the reference checks and the applications. A separate file will be maintained permanently on each worker, whether paid or a volunteer. Those serving prior to June 1, 2007 will not be required to undergo an interview, but will be "grandfathered" in. Their

interview sheet can be handed in at the training. After that all new volunteers will undergo the interview.

8. No volunteer will be allowed to work with minors until they have been a member of the church for a minimum of six (6) months, or a regular attendee for a minimum of one (1) year. Regular attendee is someone who has attended 70% in a 6 month period.
9. At the applicant's request, First Baptist Church shall allow the applicant to review his/her criminal history record transcript at the church, but in no event shall the church allow the applicant to retain and/or copy his/her transcript.
10. In situations involving youth, a ratio of one adult to every eight youth should be maintained, with a minimum of two workers present. The second worker may be youth. A youth worker must be 21 years of age to work with high school students and 18 years of age to work with middle school students and have completed the worker enlistment process.
11. The Associate Pastor and a designated member of the Personnel Committee shall be the only ones to have access to the background information. In the event the position of Associate Pastor become vacant, the responsibilities of the policy shall fall to the Senior Pastor until the position is filled.
12. The Associate Pastor shall report to the Personnel Committee at their regularly scheduled meetings the number of applications, renewals and other needed or requested information.
13. The designated member of the Personnel Committee shall need to go through the background check procedure to be able to view background information annually.

## ***WORKER TRAINING***

Each new worker will be given the legal definition of child abuse in writing, as well as the policy of the church on reporting of child abuse. (Appendix F) New workers will also be required to view child abuse prevention video(s) and read the written materials available on this subject to help them gain an appreciation for the reality of the concern. This will help workers identify child abuse in the future if they see signs of it.

## ***VOLUNTEER INFORMATION FORM***

Employees, teachers of minors, and volunteers of activities or programs of First Baptist Church will be required to complete a Volunteer Application Form and Release Authorization Form providing personal and confidential information necessary to perform security background checks and reference checks on each individual worker. While this

process understandably trespasses into the privacy of our lives, the security of our children outweighs the personal invasion inherent with such investigation and disclosures. All personal information voluntarily disclosed, the results of all security background and reference checks or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be maintained in the strictest of confidence.

Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify a volunteer from participating in the leadership, sponsorship or supervising of any activities or programs with minors:

Any conviction for:

- Criminal homicide;
- Aggravated assault;
- Crimes related to the possession, use or sale of drugs or controlled substances;
- Sexual abuse;
- Sexual assault (rape);
- Aggravated sexual assault;
- Injury to a child;
- Incest;
- Indecency with a child;
- Inducing sexual conduct or sexual performance of a child;
- Possession or promotion of child pornography;
- The sale, distribution, or display of harmful material to a minor;
- Employment harmful to children;
- Abandonment or endangerment of a child;
- Kidnaping or unlawful restraint;
- Public lewdness or indecent exposure;
- Enticing a child.

All charges for these crimes or charges or convictions for any other crimes not listed above will be reviewed by those trained by the First Baptist Church for interpretation of the criminal history record transcript and approved by the church for reviewing applicant transcripts. Only qualified persons (as stated above) may view information obtained on the criminal history record transcript.

## ***SPECIFIC ACTS AND OMISSIONS IN VIOLATION OF THE POLICY***

The following acts or omissions are violations of this Policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to the designated program staff after the safety of the child, children, youth, or minor involved has been assured.

- Any direct observations or evidence of sexual activity in the presence of or in association with a minor or an adult.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction or physically abusive behavior or bodily injury to a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of First Baptist Church.
- Mental or emotional injury to a minor.
- The presence or possession of obscene or pornographic materials at any function of First Baptist Church.
- The presence, possession of, or being under the influence of any legal or illegal drug or illicit substance or alcohol while leading or participating in a function for minors at First Baptist Church.

## **WORKER SUPERVISION**

1. Physical punishment of any kind is never appropriate in the church setting.
2. Affirmation and encouragement is appropriate.
3. The church will adopt the “two adult” rule, which means no adult shall be left along with a child, and requires a reasonable ratio of adult workers to be maintained in each situation involving the supervision of children.
4. Church staff and volunteer directors will supervise on an ongoing basis and make unannounced visits into classrooms or other program sites from time to time.
5. An identification system shall be adopted so that the adults who drop off a child are the same adults who pick up the child. Permission slips will be available for adults to sign, authorizing the release of the child(ren) to other adults.
6. In counseling sessions with minors, parental permission shall be obtained prior to a minister meeting privately with a minor, or the two adult rule shall be used in that instance. Prior permission may be granted by parents to cover a particular time period (i.e., a school year) for their child to receive counseling from a particular minister.
7. Lists of workers that meet church approval, as workers with minors shall be posted near each classroom or area where minors are cared for.

8. The program shall be administrative and supervised by the Associate Pastor with full cooperation of the appropriate age group ministers and all paid staff.

### ***OCCASIONAL VOLUNTEER WORKERS***

1. Those who only volunteer occasionally must go through the entire volunteer screening process. There are to be no exceptions for anyone to go through the complete process.
2. Teenagers under eighteen (18) wanting to serve as teen workers in any capacity with activities, studies, or programs for preschoolers or children will need to complete a Teen Volunteer Application and go through the training (Appendix G). The only step in the process they are exempt from is the criminal background check.
3. Students who have been in a group and are enlisted to serve under direct supervision of a qualified adult leader are exempt from the process.

### ***SUPERVISION OF VOLUNTEERS AND PAID WORKERS***

1. Parental written permission shall be obtained in advance for overnight or off campus activities for involvement in church sponsored programs, activities or whenever an adult might be spending time alone with a child in an unsupervised situation.
2. A door without windows shall remain open at all times.
3. Use a "check-in/check-out" procedure for all Grade 2 aged children and younger.
4. A list of possible violations and proper reporting procedures will be posted in each room where activities or programs for minors are conducted.
5. Educate all volunteers and paid workers with minors as the church's policies and procedures concerning this matter, by the appropriate age group minister supervised by the Associate Pastor.

## **CHILD ABUSE PREVENTION REPORTING**

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report the person's belief in accordance with this procedure. Non-accusatory (reports that identify the victim or abuse or neglect whether or not the person responsible for abuse or neglect is known) shall be made to the local or state law enforcement agency by calling 911 or (912) 389-4286 (Department of Family and Childcare Services).

1. Fully comply with the child abuse reporting statute of the State of Georgia.
2. The church should also immediately contact the insurance company to report the occurrence, and should contact its attorney.
3. In instances where child abuse is alleged and a member of the ministerial staff is the perpetrator, the immediate supervisor should be contacted and advised.
4. This procedure is not only required as a condition of your job or volunteer position, but is also required by law.
5. Upon the first suspicion of an instance of child abuse, the following steps should be taken immediately:
  - a. Contact the Associate Pastor who will contact the appropriate age group minister.
  - b. Do not treat the suspicion as frivolous.
  - c. Commence the investigation immediately, and conclude it as soon as possible.
    - i. It is the policy of First Baptist Church that it also be reported immediately to one of the paid staff ministers of the church using the Incident Report Form. (Appendix H)
    - ii. The minister receiving the initial report will be responsible for confirming the facts reported and the condition of the child, on the same day on which the first report was made. Use the "Reducing the Risk Application Checklist" to complete the church/staff responsibilities involved with the occurrence. (Appendix I)

- iii. Data concerning the child, name, address, and other pertinent information will be obtained through discussions with the initial reporter and other staff members. The name and address of the person responsible for the care of the child, if available, will be obtained.
  - iv. After the information is secured, the minister will contact the Department of Family and Children Services.
  - v. The Associate Pastor will notify church attorney and insurance company.
- c) Maintain confidentiality of the investigation as much as possible. Emphasize confidentiality of the victim and any accused.
- l) On the same day that the case is first reported verbally to the Department of Family and Children Services, the report will be documented on a Child Abuse Report Form (appendix H).
- d) Cooperate fully with law enforcement officials.
- e) Suspend any accused from the performance of duties involving children until the investigation has been completed.
- f) Inform the victim and the victim's family of the steps that are being taken, and continue to keep them advised of the status of the investigation.
- g) In Instance where child abuse is confirmed, the church should immediately dismiss the worker from that position, whether paid or volunteer.
- h) In instances where the evidence is inconclusive, the church must take action depending on the strength of the evidence available.
- l) Keep the congregation informed of the investigation with respect to matters which are confidential, so that the congregation will hear about the instance from within the church rather than from outside sources.
6. Promptly take steps to plan for a response to the media and attempt to speak to the media only through one contact person so that the church

can emphasize through the media to the public the church's position on child abuse, its concern for the victim, and the extensive steps the church is taking to address the present occurrence and to reduce the risk and provide a safe environment for other children.

Every allegation of sexual offense or molestation should be investigated promptly and thoroughly by officials and reported to the church insurance company immediately. If such allegation is factual, the relationship with the worker should be terminated.

## **INSURANCE**

The church shall obtain liability insurance coverage that would cover child abuse and sexual misconduct claims.

## **CONCLUSION**

Churches need to be prepared! This is the legal reason for creating safety policies, but there's a deeper, more significant reason – to protect the children. Policies are only printed expressions of the value placed on children. If the only reason for safety policies is to protect the organization, the church has missed God's love for children.

Some people may think that our church is too small or that our church "knows" everyone, to worry about these safety problems. Remember, it's much easier to make plans and develop safety policies as a means of prevention, rather than wait until they are needed as a reaction to an abuse case.

Some churches tend to take the biblical concept of trusting God to an extreme. They think nothing bad can happen to Christians. We must not be unwise regarding children's safety. There is no automatic protection from evil for the faithful. We're to watch and be ready. Accidents will always happen. There will always be unforeseen circumstances that need to be handled. But the church should build into its organization sturdy safety-policy fire blocks into the walls of its ministry to protect children.

First Baptist Church desires to be "a church that Touches Families for Christ" through the implementation of the above policy. Adoption of these provisions will enable First Baptist Church to provide a more safe and secure environment for each individual of our church family and its guests.

# **Appendix A**

## **First Baptist Church, Douglas, GA EMPLOYMENT APPLICATION**

***All EMPLOYEES should have an application on file with the First Baptist Church. The application should include questions pertaining to abuse history for employees who are specifically assigned responsibilities with children and/or youth. The application may include personal interviews, current address information, former churches, references, and general experience in working with children and/or youth.***

### **FIRST BAPTIST CHURCH ZERO-TOLERANCE POLICY**

***The First Baptist Church (FBC) is committed to protecting preschoolers, children, and youth from sexual, emotional and physical abuse. The First Baptist Church has a zero-tolerance policy prohibiting any act of sexual, emotional and/or physical abuse. The zero-tolerance policy requires of all First Baptist Church employees and direct volunteers the immediate reporting of any occurrence or suspected occurrence.***

***To fulfill this policy, this application form needs to be completed. Please answer or acknowledge every question. A resume may be attached but cannot be used as a substitute for completion of the application.***

***(Insert our application form)***

## **CONSENT/PERMISSION STATEMENT**

**Are you willing to undergo a criminal background check and fingerprinting? \_\_\_ Yes \_\_\_ No**

**The information contained in this application is correct to the best of my knowledge. Please initial each statement below.**

\_\_\_\_\_ **I authorize the First Baptist Church to obtain information from references, employers and churches herein.**

\_\_\_\_\_ **I authorize any references, churches or other organizations or employers listed in this application to give you any information, including opinions that they may have regarding my character and fitness for work.**

\_\_\_\_\_ **In consideration of the receipt and evaluation of this application by First Baptist Church, I hereby release and agree to hold harmless any individual, church, children's organization, charity, employer, reference, or any other person or organization, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization.**

\_\_\_\_\_ **I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.**

\_\_\_\_\_ **I understand the First Baptist Church desires to protect its children; therefore, I give permission for First Baptist Church leadership to conduct a criminal background check, which may include a review of sex offender registries, child abuse and criminal history records and to maintain my fingerprints and photo ID on file.**

\_\_\_\_\_ **I understand that the First Baptist Church has a zero-tolerance policy for sexual misconduct and abuse and any incident will disqualify me from participation in First Baptist Church activities.**

\_\_\_\_\_ **I understand that this information will be used only for volunteering purposes and will not be re-disseminated to other persons or used for any other purpose.**

\_\_\_\_\_ ***I further state that I have carefully read the foregoing release and know the contents thereof, and sign this release as my own free act. I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of acceptance of my service as a volunteer.***

\_\_\_\_\_ ***I understand that, if engaged, any misrepresentation made by me in completing this application shall be considered as sufficient cause for removal from service without advance notice.***

**Appendix B**  
**First Baptist Church, Douglas, GA**  
**VOLUNTEER APPLICATION**

*All direct volunteers should have an application on file with the First Baptist Church. The application should include questions pertaining to abuse history for employees who are specifically assigned responsibilities with children and/or youth. The application may include personal interviews, current address information, former churches, references, and general experience in working with children and/or youth.*

**FIRST BAPTIST CHURCH ZERO-TOLERANCE POLICY**

*The First Baptist Church (FBC) is committed to protecting preschoolers, children, and youth from sexual, emotional and physical abuse. The First Baptist Church has a zero-tolerance policy prohibiting any act of sexual, emotional and/or physical abuse. The zero-tolerance policy requires of all First Baptist Church employees and direct volunteers the immediate reporting of any occurrence or suspected occurrence.*

*To fulfill this policy, this application form needs to be completed. Please answer or acknowledge every question. A resume may be attached but cannot be used as a substitute for completion of the application.*

*Please print legibly.*

**VOLUNTEER APPLICANT INFORMATION**

**Volunteer Position Assignment:** \_\_\_\_\_  
**Date of Assignment:** \_\_\_\_\_  
**Ministry Department:** \_\_\_\_\_

**Event/Ministry**  
**Title:** \_\_\_\_\_

**PERSONAL INFORMATION**

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
**Birth Date: (MM/DD/YYYY)** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
**Name: Last** \_\_\_\_\_ **Maiden** \_\_\_\_\_ **First** \_\_\_\_\_  
**Middle** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

—  
**County:** \_\_\_\_\_

**How long at present address?** \_\_\_\_\_ **Yrs.** \_\_\_\_\_ **Mos.**

**Former Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**How long at former address?** \_\_\_\_\_ **Yrs.** \_\_\_\_\_ **Mos.**

**Telephone: Home** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_; **Work** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_;

**Cell** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Email**

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

**Have you ever been known by any other name? \_\_\_ Yes \_\_\_ No If yes, what Name?** \_\_\_\_\_

**Drivers License Number:** \_\_\_\_\_

**State of License:** \_\_\_\_\_

**Is there any reason, including those that are physically, mentally or emotionally related, that might keep you from effectively working with children or that might cause a child potential harm? \_\_\_ Yes \_\_\_ No**

**If yes, please explain:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have you ever been refused participation in any child or youth program? \_\_\_ Yes \_\_\_ No**

**If yes, please explain:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have you ever been charged with, arrested, indicted for, or plead guilty to a crime? \_\_\_ Yes \_\_\_ No**

**If yes, please explain:**

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**Are you a member of First Baptist Church of Douglas, Georgia? \_\_\_ Yes \_\_\_ No**

**List any gifts, callings, training, education, or other factors that have prepared you for children/youth work.**

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**List cities and states in which you have lived; any denominations or church of which you have been a member, including addresses; and all previous church service, volunteer or paid, you have provided since you were 17 years of age. Include approximate dates. Attach a separate page, if necessary.)**

<b>City</b>	<b>State</b>	<b>Church</b>	<b>Address</b>
		<b>Service</b>	

**List all your previous non-church work, volunteer or paid, involving children. Include approximate dates, organization's name and address, type of work you performed, name of supervisor and phone number, if known. (Attach a separate page, if necessary.)**

<b>Dates</b>	<b>Organization</b>	<b>Type of Work</b>	<b>Supervisor's Name</b>	<b>Phone</b>

# REFERENCES

List names and telephone numbers of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you. Please PRINT all responses.

Known	Name	Relationship	Telephone	Years
1)	_____	_____	(_____)	_____
2)	_____	_____	(_____)	_____
3)	_____	_____	(_____)	_____

## CONSENT/PERMISSION STATEMENT

Are you willing to undergo a criminal background check and fingerprinting?

Yes  No

The information contained in this application is correct to the best of my knowledge. Please initial each statement below.

\_\_\_\_\_ I authorize the First Baptist Church to obtain information from references, employers and churches herein.

\_\_\_\_\_ I authorize any references, churches or other organizations or employers listed in this application to give you any information, including opinions that they may have regarding my character and fitness for work.

\_\_\_\_\_ In consideration of the receipt and evaluation of this application by First Baptist Church, I hereby release and agree to hold harmless any individual, church, children's organization, charity, employer, reference, or any other person or organization, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization.

\_\_\_\_\_ I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

\_\_\_\_\_ I understand the First Baptist Church desires to protect its children; therefore, I give permission for First Baptist Church leadership to conduct a criminal background check, which may include a review of sex offender registries, child abuse and criminal history records and to maintain my fingerprints and photo ID on file.

\_\_\_\_\_ I understand that the First Baptist Church has a zero-tolerance policy for sexual misconduct and abuse and any incident will disqualify me from participation in First Baptist Church activities.

\_\_\_\_\_ I understand that this information will be used only for volunteering purposes and will not be re-disseminated to other persons or used for any other purpose.

I further state that I have carefully read the foregoing release and know the contents thereof, and sign this release as my own free act. I understand that any misrepresentation

***or omission of a material fact on my application may be justification for refusal of acceptance of my service as a volunteer.***

***I understand that, if engaged, any misrepresentation made by me in completing this application shall be considered as sufficient cause for removal from service without advance notice.***

***Print Name of Applicant:*** \_\_\_\_\_

***Signature of Applicant:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Witness Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

## **Appendix C**

### **First Baptist Church, Douglas, GA**

#### **RELEASE AUTHORIZATION – VOLUNTEER & PAID WORKER**

##### **APPLICANT COMPLETE THE FOLLOWING**

- I. In connection with my volunteer application, I understand that a consumer report or an investigative consumer report may be requested that will include information as to my character, work habits, performance, and experience, along with reasons for termination of past employment. I understand that as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my: workers' compensation injuries, driving record, court record, education, credentials, credit, and references.**

**If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.**

- II. Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if my request to volunteer is denied because of information obtained by my prospective employer from a consumer-reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.**
- III. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.**
- IV. Minnesota, Oklahoma and California applicants only. If you want a copy of the report(s) ordered, check this box. The report(s) will be sent by the reporting agency to you at the address below. The reports will be processed by: ADP Screening and Selection Services, 301 Remington Street, Fort Collins, CO 80524.**
- V. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by the First Baptist Church of the State of Georgia or its agent, to furnish the information described in Section 1.**

**The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities**

**providing information or reports about me from any and all liability arising out of the requests for or release of any of the above-mentioned information or reports.**

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**Please print your full name**

**LAST**

**FIRST**

**MIDDLE**

---

**Please print other names you have used**

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**Home Address:**

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**City**

**State**

**Zip Code**

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**Social Security Number**

**Date of Birth**

**The following states require sex and race to obtain information: AL, AR, FL, GA, IA, IL, IN, MI, OR, SC, TX, WI**

**Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female**

**Race: \_\_\_\_\_ Asian \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ White \_\_\_\_\_ Other**

**Drivers License Number**

**State Issuing License**

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**Name as it appears on license**

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**Signature**

**Today's Date**

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**IF REQUIRED, NOTARIZE HERE**

**When using an embossed seal, please shade with a pencil before faxing.  
Subscribed and sworn before me:**

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Notary Public** \_\_\_\_\_

**My commission expires** \_\_\_\_\_

**THIS PAGE CONTAINS SENSITIVE INFORMATION. KEEP ONLY IN SECURE  
FILES,  
SEPARATELY FROM PERSONNEL RECORDS.**

**Appendix D**  
**First Baptist Church, Douglas, GA**  
**INTERVIEW FORM**

**A. Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**B. How long has the prospective applicant been a member of First Baptist Church of** \_\_\_\_\_

**C. Attendance pattern**

\_\_\_\_\_

**D. Date of Birth**

\_\_\_\_\_

**QUESTIONS**

**1. Please share with me how you became a Christian.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. How do you feel God has gifted you to serve in the church?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. What is your area of interest? (At this point the interviewer can share needs and positions available.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. What type of Sunday School, choir, etc., experience have you had?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. What type of curriculum have you used?**

\_\_\_\_\_

\_\_\_\_\_

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6. ***Can you make a commitment to participate in planning and training? (The interviewer should be specific as to the planning and training process involved in the position.)***

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7. ***What training have you received that has contributed to your growth as a Christian?***

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8. ***Have you ever been a victim of child abuse? Yes \_\_\_ No \_\_\_  
If you were personally a victim of child abuse, we require that you make this information known to the minister under whose leadership you will serve. Admitting you were a victim will not automatically disqualify you from service. Your confidence will be respected and appreciated. If you prefer, you may discuss this with the Counseling Ministry Director.***

***Interviewer's Comments:***

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**Appendix E**  
**First Baptist Church, Douglas, GA**

**REFERENCE CHECK FORM**

\_\_\_\_\_  
*Date*                      *Name of Applicant*

\_\_\_\_\_  
*Ministry Name*    *Date of Telephone/Letter Interview*

-----  
\_\_\_\_\_  
*Address*    *Person Conducting Interview*

\_\_\_\_\_  
*City*    *Reference Name/Telephone Number*

-----  
\_\_\_\_\_  
*State*    *Zip*

\_\_\_\_\_ *has applied to work with* \_\_\_\_\_ *and has given your name as a reference. We would appreciate your answering the following questions as soon as possible and adding any information which you consider pertinent. Thank you for your cooperation.*

**1. How long have you known the applicant and in what capacity?**

\_\_\_\_\_  
\_\_\_\_\_

**2. Do you consider the applicant a dependable person, and one who would be a faithful worker in the area of ministry with preschoolers/children/youth?**

\_\_\_\_\_  
\_\_\_\_\_

**3. How well does he/she control his/her emotions?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Have you ever observed the applicant working with preschoolers/children/youth? If so, what was your impression?**

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**5. Do you know any reason why the applicant should not work with preschoolers, children or youth?**

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**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you would like to discuss the above questions please do not hesitate to call:**

**(Name)** \_\_\_\_\_ **(Telephone Number)** \_\_\_\_\_

**Please return in the enclosed envelope as soon as possible. Thank you very much for your cooperation.**

## **Appendix F**

### **First Baptist Church, Douglas, GA**

#### **CHILD PROTECTION POLICY & AGREEMENT FORM**

##### **I. FBC CHILD PROTECTION POLICY**

**A. The First Baptist Church (FBC) is committed to protecting preschoolers, children and youth from sexual, emotional and physical abuse. The First Baptist Church has a Zero-Tolerance Policy prohibiting any act of sexual, emotional, or physical abuse. The zero-tolerance policy requires of all First Baptist Church employees and “direct volunteers” the immediate reporting to the FBC child protection designee of any occurrence or suspected occurrence.**

**B. Any paid employee or “direct volunteer” (see definition) who works with children (age 17 or under) will be given the definition of child abuse in writing, as well as the policy on reporting child abuse. All paid employees and “direct volunteers” are required to view child abuse prevention video(s) and read the written materials available on the subject to help a worker gain an appreciation for the reality of the concern. The definition and training should help workers identify child abuse in the future if they see signs of it.**

**C. The First Baptist Church practices the “two adult rule”, which requires a reasonable number of adult workers to be maintained in each situation involving the supervision of children and youth, but with a minimum of two workers (that are not married to each other or members of the same family) at all times. A married couple or two family members account for only “one” in the “two adult” rule.**

**D. The FBC event/ministry leaders supervise on an ongoing basis and make unannounced visits into classes or other sites from time to time.**

**E. All paid employees and “direct volunteers” should have an application on file that includes a legal release statement allowing the First Baptist Church to conduct criminal background checks. The application includes questions pertaining to working with children and/or youth. The application may include personal interviews, current address information, former churches, references, and general experience in working with children and/or youth.**

**F. A criminal background check will be conducted on all paid employees. A criminal background check will also be conducted on all “direct volunteers” having a First Baptist Church planned assignment with children and/or youth.**

**G. An identification system will be utilized during First Baptist Church events/ministries so that when adults drop off a child they are the same adults or the adult’s designee who picks up the child.**

**H. Churches, organizations and/or individuals who utilize First Baptist Church facilities or attend First Baptist Church sponsored events for children and/or youth must certify that a child protection policy is in place and is being enforced.**

##### **II. DEFINITIONS**

###### **A. Defining Child Abuse**

- **Emotional Abuse: Occurs when a child’s emotional and mental health are not being met**

- *Neglect: Occurs when a child's needs for food, shelter, clothing, or supervision have not been met*
- *Physical Abuse: Occurs when someone inflicts visible or invisible bodily harm*
- *Sexual Abuse: Involves direct or indirect sexual acts or behavior*

#### ***B. Identifying Physical and Behavioral Indicators of Abuse/Neglect***

***Disclaimer: These indicators are not exhaustive and do not verify actual abuse; however, when observed, they may warrant further investigation. If these indicators are detected, see reporting procedure.***

- *Wary of others*
- *Clingy (clinging) to others*
- *Uncomfortable with emotions (crying)*
- *Emotionally detached*
- *Extreme changes in behavior when not around parents*
- *Manipulative or controlling/Poor image of self*
- *Delinquent behavior*
- *Self-mutilation, drug, and alcohol abuse*
- *Bruises, welts, burns, bite marks, bed wetting, fractures*
- *Reluctant to change clothes in front of others*
- *Questionable sexual behavior, knowledge beyond the particular developmental age*
- *Promiscuous*
- *Withdrawn, distant*
- *Self-conscious*
- *Obsessively clean*
- *Extreme compliance or defiance*
- *Anxious*
- *Fearful*
- *Pain or itching in genital area*
- *Injury to genital area*

#### **C. First Baptist Church definitions**

- **Direct volunteer: One who is specifically enlisted and serve ministries supported by the First Baptist Church.**
- **Indirect volunteer: One who is enlisted by his/her church or others that attend First Baptist Church events or use First Baptist Church facilities.**

### **III. REPORTING PROTOCOL**

**A. Any suspicion or allegation of abuse and/or neglect of a child by a staff member, family member or any individuals shall be confidentially reported to the First Baptist Church child protection designee immediately. Do not treat any suspicion or accusation as frivolous. When reporting, use the protocol flowchart provided by the First Baptist Church child protection designee.**

**B. The decisions regarding further assessment of any danger, seeking consultation, notification of parents/custody holders, and any further necessary services will be based on the decision of the First Baptist Church Pastor.**

**MEDIA COMMUNICATION**

The Church Legal Counsel of the First Baptist Church should handle all press communications related to sexual molestation. All questions and inquiries should be referred to this individual.

**AGREEMENT STATEMENT & SIGNATURE**

I have read this First Baptist Church Child Protection Policy document, and understand Sections I, II, and III. I agree to abide by the policy and procedures as detailed in this document.

Print Name:

\_\_\_\_\_

Employee/Volunteer Signature: \_\_\_\_\_

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

Witness to Signature: \_\_\_\_\_

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



**Appendix H  
CHILD ABUSE REPORT FORM**

**Reason for report**

\_\_\_\_\_

**Date of incident** \_\_\_\_\_ **Class** \_\_\_\_\_

**Title** \_\_\_\_\_

**Name(s) and Age(s) of Minor(s)**

\_\_\_\_\_

\_\_\_\_\_

**Quote the child's first words verbatim:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Briefly describe what happened:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What action did you take?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Has the incident been resolved?** \_\_\_\_\_ **yes** \_\_\_\_\_ **no** **Explain:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there any witnesses? \_\_\_\_\_yes \_\_\_\_\_no Names: \_\_\_\_\_

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Signatures of witnesses (if possible): \_\_\_\_\_

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Report submitted to:

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## Appendix I

### REDUCING THE RISK APPLICATION CHECKLIST TO BE COMPLETED BY CLERGY/PROFESSIONAL STAFF PERSONS

In the case of an allegation of child/youth sexual abuse, the volunteer or clergy staff person who observes or to whom the information is given is required by First Baptist Church and by the state law to complete the tasks listed below. Date and initial as each step is completed.

Date: _____	Initial: _____	1. For clergy and paid professional staff: remove the accused from the situation and suspend the accused from duties involving children/youth.
Date: _____	Initial: _____	For volunteers: Remove the accused from the situation and immediately notify the closest available clergy/professional staff person who will suspend the accused. If the clergy/professional staff person to whom the allegation is reported is not the department director, the person reporting will inform the director as soon as possible.
Date: _____	Initial: _____	2. Make written documentation of everything done and said. If the person reporting the allegation is a volunteer, both the volunteer and the clergy/professional staff person to whom the volunteer has reported will document the procedures taken.

The procedures after this point will be administered by ministerial staff persons only.

Date: _____	Initial: _____	3. Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns.
Date: _____	Initial: _____	4. Immediately notify state authorities. Failure to report any suspected, alleged or witnessed abuse is a crime.
Date: _____	Initial: _____	5. Immediately notify the minister in charge.
Date: _____	Initial: _____	6. Make written documentation of persons contacted and action taken to this point.

Date: _____	Initial: _____	7. The clergy/professional staff person will immediately notify a member of _____ response team to begin the internal and pastoral care process. This includes _____ Church.
Date: _____	Initial: _____	a. notify the insurance carrier of the incident immediately and comply with its investigation, if any;
Date: _____	Initial: _____	b. cooperate with legal and state authorities in their investigations, if any;
Date: _____	Initial: _____	c. prepare a written statement and designate a spokesperson to respond to media inquiries;
Date: _____	Initial: _____	d. provide assistance to the alleged victim and his/her family in obtaining counseling or referral to a mental health professional, if needed;
Date: _____	Initial: _____	e. respond to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved;
Date: _____	Initial: _____	f. inform the affected volunteer(s) and paid staff members of the need for confidentiality, and;
Date: _____	Initial: _____	g. consider and respond to the concerns of other parents.
Date: _____	Initial: _____	8. The director of the affected ministerial area will respond to the pastoral care concerns of persons within the department.
Date: _____	Initial: _____	9. Within five (5) days of the alleged abuse, the clergy/professional staff person who made the original report will prepare a written report and send one copy to the state agency and will give one copy to the Associate Pastor.
Date: _____	Initial: _____	10. Make written documentation of persons contacted and action taken.

Appendix J or Form 10

# PAID AND VOLUNTEER CHILD WORKER ENLISTMENT CHECKLIST

TASK TO COMPLETE	COMPLETED BY – INITIALS
• <b>Copy of Policy and Procedures Manual</b>	_____
· Employee Application	_____
· Volunteer Worker Application	_____
· Receive Copy of Policy & Procedure Manual	_____
· Worker’s Statement	_____
· Criminal Records Check Authorization	_____
· Criminal Records Check Information Form	_____
· Driver Information Form (as needed)	_____
· References Checked	_____
· Church Membership Status	_____
· Criminal Background Check Performed	_____
· CBC Reviewed by Approved Staff	_____
· Interview After Checks are Made	_____
· Review Background Transcripts with Applicant	_____
· Photograph	_____
· Sponsor/Volunteer Acknowledgement	_____
· Sponsor/Volunteer Code of Ethics and Rules	_____
· Worker Training	_____
1. Definition of Child Abuse	_____
2. Procedure on Reporting Abuse	_____
3. View Video(s)	_____
4. Written Material(s)	_____