

Children's Ministry

Policy and Procedures
(Latest revision 11/2008)



Contents

Introduction	2
Eligibility Requirements	2
Guidelines for Programs and Conduct of Workers	3
Guidelines for High School Youth Volunteers and Programs	4
Church Sponsored Events	5
Restroom Policy	5
Application Process for Adult Workers	5
Application Process for Teen Helpers	6
Application Process for Children in Service	6
Confidentiality of Information and Records	6
Responding to an Allegation of Abuse	7
Conduct Towards Those Involved in an Allegation of Abuse	8
Guidelines for Handling the Media	8
Dismissal and Pick-up of Children	9
Name Tag Policy for Children and Volunteers	9
Discipline Policy for Children	10
AIDS & Communicable Disease Policy	10
Handling of Body Fluids – Universal Precautions	11
Other Sanitary Guidelines	12
Emergency Preparedness	12
Off-Site Emergencies	12
Grade Policy	13

Forms

Adult Application for Children's Ministry Worker	14-15
Criminal Record Release	16
Teen Application for Children's Ministry Worker	17-18
Adult/Teen Worker Phone Questionnaire	19
Youth Leader Covenant	20-22
Adult Worker Reference Request Form	23
Teen Worker Reference Request Form	24
Application for Kids in Service	25
Student Trip Permission Slip	26
One Worker Parent Consent Form	27

Document Control

Release #	Date Approved	Reason(s) for Release
1.0	1/22/2009	New Policy
1.1	11/24/2009	Grade Policy added to page 13

Grace Chapel – Children’s Ministry

Policy and Guidelines

Introduction

The following policies reflect our commitment to provide a safe environment for children and youth, as well as, leaders and volunteers at all Grace Chapel of Waterford (GCW) sponsored activities.

We want to be proactive in maintaining moral and legal principles with an attitude of: “We will not let abuse happen here.”

Eligibility Requirements

The following are requirements for all individuals who wish to work with children and youth at GCW:

Definitions:

Leaders/Teachers - have primary responsibility for a group or activity.

Helpers - provide assistance in any setting in which a leader is in charge of a group or activity and at which the leader is also present.

Volunteers - are either leaders or helpers.

Children - All minors (18 years old and younger).

Eligibility requirements for Leaders/Teachers:

- Must be an adult. (Generally, 18 years of age or older)
- Must be a member and regular attendee of GCW for at least six months.
- Must complete the application process that includes an application form with references, testimony, and criminal record release.

Eligibility requirements for Helpers:

Adult Helpers –

- Must be a regular attendee of GCW for at least three months.
- Must complete the application process that includes an application form with references, testimony, and criminal record release.

Teen Helpers –

- Suitability will be based on an assessment of maturity by the Children’s Pastor, the Youth Pastor, or the CE council.
- Are not eligible to work with middle school and high school.
- Must be a regular attendee of GCW for at least three months.
- Must complete the application process that includes an application form with references and a signed release indicating parental permission.

Children Helpers –

- Must complete the Children’s Application for service form with reference and a signed parental consent and recommendation.
- Must be a regular attendee of GCW for at least three months.

Anyone convicted of either child sexual abuse or physical abuse will not be permitted to work or volunteer for any church sponsored child or youth activity or ministry. Applicants who have been accused of child or sexual abuse in a police report will not be eligible to work or volunteer with children or youth unless their name has been cleared to the satisfaction of the Senior Pastor and Elder Board.

Guidelines for Programs and Conduct of Workers

All children and youth workers should be positive role models, act with loving care and show respect for every individual, and represent Jesus Christ in all areas of life (morality, speech, actions, interaction with others, etc.).

All subject matter, materials and media used in child and youth programs, must be approved in advance by a member of the pastoral staff or the CE council . They should reflect a high moral standard and be used to teach and/or support a Biblically based Christian worldview.

All activities involving children through middle school youth are to be conducted in the presence of at least two workers, including at least one leader. NOTE: If only one Leader/Teacher is present, a second Volunteer must be solicited to assist OR the activity is to be terminated and parents advised of the cancellation. All activities are not considered over until the last child has been picked up.

Activities are normally to be conducted in well-lit areas. Any exceptions must only be when numerous people are present. An example would be when showing videos during “movie night”. During such an event, all participants must stay in the designated area of the building.

Activities should be conducted in rooms or areas with open doors, or “door windows”, so passers-by or other adult workers can see in. Rooms that are subdivided into sections and easily visible (e.g., full side open) to other workers may be considered as one room, i.e., under the responsibility of at least one leader.

Volunteers may not be alone in a vehicle with a student.

Special situations:

An adult leader counseling a young person one-on-one must do so only when other people are around, either in the room or where there is visual access (e.g. door open or door window) and the counseling session is “in view”. In either case there should always be other adults in the area capable of “looking in”. This will protect both the counselor and the young person being counseled.

Other special situations occur when a leader must leave the room for a few minutes, such as when helping with the bathroom, an emergency, or a discipline situation. During this time, it is acceptable to leave the helper in charge of the children for a few minutes, with the door open, if feasible. If possible, another leader or adult should be alerted for assistance. (See bathroom policy below)

One nursery worker will be allowed with the [One Worker Parent Consent Form](#) to watch the children of one parent only. (See the form for more information)

Guidelines for High School Youth Volunteers and Programs

All high school youth workers should be positive role models, act with loving care and respect for every individual, and represent Jesus Christ in all areas of life (morality, speech, actions, interaction with others, etc.). All high school youth workers must be out of high school for 2 years before they can be considered to volunteer with this age group, minimum 20 years old before consideration. They must also sign the Students@Grace [Leader Covenant](#).

All subject matter, materials and media used in child and youth programs, must be approved in advance by a member of the pastoral staff, or the CE council . They should reflect a high moral standard and be used to teach and/or support a Biblically based Christian worldview. All leaders/teachers must meet the leader requirements set forth in this policy manual.

All high school activities are to be conducted with a minimum of three people in attendance, at least one leader must be present and the other two people must be high school age or older. If this requirement cannot be met, the activity must be canceled immediately and the parents of the students present must be notified. All activities are not considered over until the last student has been picked up.

Activities are normally to be conducted in well-lit areas. Any exceptions must only be when numerous people are present. An example would be when showing videos during “movie night”. During such an event, all participants must stay in the designated area of the building.

Youth volunteers may not be alone in a vehicle with a student of the opposite sex unless specific permission has been given by the student’s parent. Students are required to ride in GCW provided transportation when it is offered. Exceptions can be made on a case by case basis to allow students to drive themselves to the event when they need to leave the event early due to parental curfews or work schedules, or when they will arrive to an event late due to a conflicting schedule. Under no exceptions can a student ride with another student that did not arrive with them at the location of the youth event without written consent from both students’ parents.

Special situations:

An adult leader counseling a young person one-on-one must do so only when other people are around, either in the room or where there is visual access (e.g., door open or door window) and the counseling session is “in view”. In either case there should always be other adults in the area capable of “looking in”. This will protect both the counselor and the young person being counseled.

An adult leader who is “getting to know” a student one-on-one, must do so in a public place and can only meet with students of the same gender and must have the student’s parental approval. i.e. Taking a student out to lunch or out for dessert.

Other special situations occur when a leader must leave the room for a few minutes to deal with an emergency, or a discipline situation. During this time it is acceptable to

leave a helper in charge of the youth for a few minutes, but the door should be left open. If possible, another leader or adult should be alerted for assistance.

Church Sponsored Events

Definition

All Church events that are published in the bulletin, church funded in part or wholly, transportation in church vehicles, or held in church facilities.

Permission Forms

A parental permission form is required for all church sponsored events off church property where transportation is involved.

Exception: Middle and High school students do not need a permission slip if traveling within 30 miles of the church during normal Sunday and midweek meeting times.

Transportation Protocol

With HS: The driver and student must be the same gender when there are only 2 people in the vehicle for church sponsored events

With MS and Lower: The vehicle must have 2 adults.

Restroom Policy

A Teacher/Leader/Helper who must escort younger children (4 and under) to use the restrooms, will take children in pairs and leave the bathroom door propped open if another adult is not available.

Teen helpers may escort younger children to the restroom, but must stand outside the propped open door until the child is finished. If the child needs assistance in the restroom, the teen helper must get adult assistance.

Workers may escort older children to the bathroom but will stand outside the door until the child is finished.

Application Process for Adult Workers

1. The *Reducing the Risk* DVD must viewed before completing the Application.
2. Adult volunteers will complete the "Adult Application for Children's Ministry Worker" form. The application will be submitted to the church office or to the Children's Pastor.
3. The Children's Pastor will attempt to call the references to complete the [Phone Questionnaire](#) form. If this cannot be done, the Children's Pastor will send out the "Adult Worker Reference Request Form" The requests will include a specially marked return envelope for confidentiality. (Refer to "[Confidentiality of Information and Records](#)" below.) A criminal records check is required for all adult applicants.
4. The Children's Pastor and/or the Elder designated for this purpose will review the documents. They are the only individuals who will have access to these forms.
5. The Children's Pastor and the designated Elder will maintain a list of approved adult workers.

6. The individual volunteer and the head of the applicable children's ministry will be advised of an individual's approved status. The list of approved workers will be available to all Ministry Directors, Pastoral Staff, And Elders.
7. A criminal record check through the **Internet Criminal History Access Tool** (ICHAT) and a **Public Sex Offender** Registry (PSOR). will be done upon receiving the Record Release Form. In the event this applicant has moved from out of state, a federal check will be done with a private company.

Application Process for Teen Helpers

1. Teen volunteers will complete the "Teen Application for Child's Ministry Worker" which includes a "Parental Release" form and submit them to the Youth Pastor, or Children's Pastor.
2. The Children's Pastor will attempt to call the references to complete the [Phone Questionnaire](#) form. If this cannot be done, the Children's Pastor will send out the "Adult Worker Reference Request Form" The requests will include a specially marked return envelope for confidentiality. (Refer to "[Confidentiality of Information and Records](#)" below.) A criminal records check is required for all adult applicants.
3. The Senior Pastor, Youth Pastor, Children's Pastor and/or the designated Elder will review the information. They are the only individuals who will have access to these forms.
4. The Youth Pastor, Children's Pastor, and/or the designated Elder will maintain a list of approved teen helpers. The individual volunteer and the head of the applicable children's ministry will be advised of an individual's approved status. The list of approved workers will be available to all ministry directors, pastoral staff, and elders.

Application Process for Children in Service

This simple application will let the children know the importance of their service, as well as, allow the parents to approve of their child's service within the church.

Confidentiality of Information and Records

All requests for references will be sent with a specially marked return envelope for confidentiality, as follows.

Grace Chapel of Waterford Attention: Elders - Reducing the Risk 7325 Maceday Lake Rd Waterford, MI 48329 "PERSONAL AND CONFIDENTIAL"
--

The documents will be held in a sealed envelope by the church office admin. Until it can be given to the Children's Pastor and/or the designated Elder.

Responding to an Allegation of Abuse

Most states, including Michigan, have requirements for reporting suspected child abuse to the police and child protection services.

If it is alleged or suspected that a member of GCW or a GCW volunteer worker has abused a child or a youth, or abuse has occurred on the premises or during a church sponsored program or event:

1. Secure the safety and well being of the minor before confronting the accused.
2. The head of the current children's ministry should be notified immediately. (e.g. Ministry Director, Youth Pastor; Children's Pastor)
3. All instances of alleged or suspected child abuse should be reported immediately to the Senior Pastor, or if unavailable, the Chairperson of the Elder Board.
4. When a minor child is involved in reporting an incidence of abuse, all care should be taken to include the child's parent(s) in any interview of the child by the Senior Pastor or Chairperson. If not possible, all efforts will be made to inform them as soon as it is possible.
5. The following will be the Senior Pastor's responsibility unless he is not available to take appropriate and quick action. (The backup is the Chairperson of the Elder Board).

He must:

- notify the parents immediately and privately, respecting the confidentiality and sensitivity of the situation.
- document all efforts at handling the situation.
- notify the appropriate authorities within the designated time as required by law.
- notify the church insurance company or attorney.
- cooperate with local authorities in their investigation.
- conduct an investigation in conjunction with the Chairperson of the Elder Board and in cooperation with local authorities.
- answer media inquiries and convey news to the congregation using the text of a prepared statement.

The original copies of any materials relating to the incident and investigations will be kept in a sealed envelope in a locked cabinet in the church offices accessible only to the Senior Pastor and designated Elder.

A child or youth worker alleged or suspected of being an abuser will be relieved of all responsibilities relating to child or youth work until the investigation is complete, their name is cleared, and the Senior Pastor and Elder Board approves reinstatement. Communication with the suspected abuser will be conducted during the ongoing investigation.

If it is suspected that child abuse has occurred in the home or elsewhere not directly related to GCW:

- Report suspected abuse to the Senior Pastor or the designated Elder.
- The Senior Pastor, or in his absence, the Chairperson of the Elder Board, has the responsibility to notify the appropriate authorities if appropriate or if required by law.

Conduct Towards Those Involved in an Allegation of Abuse

We will take the allegations seriously and reach out to the victim and their family. In showing care and support, we will seek to prevent further hurt. We will extend whatever pastoral resources are needed. The care, safety, and well being of the victim are our priorities. We will respond to the victim in a positive and supportive manner. We will treat the suspected abuser with dignity and support.

Confidentiality and sensitivity are of utmost importance when dealing with an alleged or suspected abuse case. Nothing should be discussed about the case, or the names of the people involved, except as outlined above. This is further reinforced in the next section on "Media".

Guidelines for Handling the Media

This section is to help prepare a response to questions from the media in case an alleged incidence of child abuse "goes public". This is a matter of great importance as the potential damage that an incident of abuse could do to the reputation of individuals, the GCW congregation, and the cause of Christ is profound. The issue of child abuse in the church is an extremely painful and sensitive one. Therefore, it is essential that steps are taken to minimize the damage that can be done by unfounded speculation, innuendo, and rumor which can be generated when abuse is alleged to have occurred. Since it is possible that a careless handling of the media will damage innocent parties further, it is essential to structure our response to them.

Following is the policy for dealing with the media if an instance of alleged child abuse occurs within our congregation's facilities or programs.

1. Only the Senior Pastor, or, in his absence, the Chairperson of the Elder Board, is authorized to speak officially on behalf of the congregation of GCW. Any inquiries from any sector of the media are to be referred to one of these two men.
2. The statement that they issue to the media will be, at least initially, in the form of a written press release.

Dismissal & Pickup of Children

The dismissal and pick-up policy has been designed to make GCW a safe environment for our children. Although the policies may, at times, be inconvenient for parents and youth workers, we believe that the added margin of safety for our children far outweighs the occasional inconvenience.

Policy by age/grade:

Nursery, Preschool - K, 1st – 2nd grade - will only be released to an adult or person with a name tag.

Nursery – Name/Claim Tag - MANDATORY

30 mo. - K – Name/Claim Tag – MANDATORY

1st & 2nd Graders - Children will be released to a responsible person or family member (including an older sibling).

During the midweek meeting this group will use the name/claim tags system. This will be done for two reasons:

1. Through most of the season, we will be ending our program after sunset. If any of these children leave the building on their own, it will be understood that with the claim tag in the church's possession, the child's responsibility was transferred from the church to the parent.
2. Many of those that come to the midweek program are not members or regular GCW attendees.

3rd - 6th Graders - Children will be dismissed at the end of service and be responsible to locate their parents.

7th – 12th Graders - Children will be dismissed at the end of the 10am hour meeting and are expected to either serve in a children's ministry or sit in the sanctuary during the 11:30am service.

Name/Claim Tag System – A name tag will be available for each child along with a claim tag given for the person leaving the child. At the end of the service\program, the tag will be presented back to the children's worker to pick up the child. It will be understood that the tag bearer will have the parent's authority to pick up the child. However, if a volunteer is uncomfortable at any time with releasing the child to the tag bearer, they are responsible to locate the parent. It will be understood that once a child's claim tag is presented to pick up a child that their responsibility is transferred back into parental care.

Name Tag Policy for Children and Volunteers

Name tags will be used to help with a more personal communication among children, volunteers, and parents. This will enable all parties to learn each other's name without having to worry about forgetting someone's name or making someone feel unimportant because their name was not remembered. All children and volunteers need to wear name tags during normal Sunday and midweek meeting times.

Discipline Policy for Children

The Purpose of discipline is to help the child learn to make the right choices in life. It will always be done in love, never in anger.

- Physical force will only be used to protect the child or others.
- A gentle, guiding touch may be used to direct the child in the direction you would like them to go.
- An adult teacher or helper, **never** a teenage helper, will administer it.
- It will always be carried out discreetly with the goal being the child's continual participation in the group.

The Process – (Discipline can be ended any time during the process when the goal of correction has been successfully met):

- Give a verbal reprimand, which includes telling the child of the correct behavior we expected.
- Isolation (“Time-out”) – remove the child from the group.
- Loss of privileges – loss of snack or not being allowed to participate in the next game or activity with the group
- Contact the parents and remove the child from the classroom.

It is important that once the discipline process is ended, and the child has demonstrated an attitude of repentance, the teacher will show love and forgiveness and welcome the child to continue participating in the group.

AIDS & Communicable Disease Policy

Medical Information - Acquired Immune Deficiency Syndrome (AIDS) is the end stage of an infection caused by the Human Immunodeficiency Virus (HIV). The destruction of the immune system results in death by secondary diseases. HIV has been spread only by contact with blood, semen, vaginal fluid, and rarely, breast milk. HIV infection is not spread through feces, oral or nasal secretions, sweat, tears, urine, sputum or vomit unless contaminated with blood. HIV spreads from the infected person to others by sexual intercourse, direct blood transfer, and sharing needles in intravenous (IV) drug use. The virus can be transmitted from infected mothers to their babies during pregnancy at birth or shortly after birth. Approximately 30% of the infants born to infected women will be infected. The symptoms may include severe pneumonia, cancers, mouth ulcers, chronic diarrhea, mental disturbances, fever, weight loss, and pain. Several drugs offer relief or slowing of symptoms. No cure is known. AIDS is caused by a virus that does not survive well outside the body. No instances have been discovered in which the virus was transmitted through ordinary non-sexual contact in a family, work, or social setting. An HIV/AIDS infected older child or adult who is otherwise healthy may interact with others without risk of spreading AIDS.

Response to Communicable Diseases in Church Ministries

All persons desiring to participate at Grace Chapel are welcome. We have universal precautions as developed by the Center for Disease Control (CDC) to minimize the risk or spread of communicable diseases. To protect the participants in our children's programs, no person, including volunteers and children, who has been diagnosed with a communicable disease (e.g., flu, pink eye, chickenpox, etc.) will be allowed to work or participate in this ministry until a clean bill of health has been given. If any child arrives who is clearly sick, they will be asked to not participate and will be returned to their parents immediately. Any volunteers who arrive in a similar condition will be asked to not participate. If this makes the ministry have fewer helpers than required, another adult will be sought out to peek in from time to time on the group, or the ministry will be canceled for the day. If the volunteer was a teacher and another teacher cannot be found, the ministry will be canceled and parents will be contacted to pick up their children.

Guidelines for Older Children and Adults

Individuals with HIV/AIDS pose no threat to others in the church. An HIV infected older child or adult who is otherwise healthy may interact with others without risk of spreading AIDS.

Guidelines for Toddlers and Infants

This group may pose unique concerns because they generally have poor bathroom hygiene and place objects and hands in the mouth. All workers must use universal precautions when coming into contact with body fluids. New or visiting toddlers should be assigned a monitor to stay with the child at all times. After he or she demonstrates no biting or other behavior which might endanger themselves or others, they should be allowed to move about more freely.

Handling of Bodily Fluids – Universal Precautions

(Source: The Center for Disease Control, Atlanta, Georgia)
ALL WORKERS MUST USE UNIVERSAL PRECAUTIONS WHEN COMING IN CONTACT WITH THE BODY FLUIDS OF ANY BABY, TODDLER, OLDER CHILD, OR ADULT. ONE MAY NOT BE INFORMED THAT A SPECIFIC INDIVIDUAL IS INFECTED WITH ANY COMMUNICABLE DISEASE, SO UNIVERSAL PRECAUTIONS MUST BE USED AT ALL TIMES.

Definition of Bodily Fluid

Blood, semen, vaginal secretions, saliva, secretions from the nose and throat, urine, feces, vomitus, drainage from scabs, cuts and open lesions, and breast milk.

Guidelines for handling

- Bodily fluids of all persons should be considered potentially hazardous.
- Always use disposable protective (vinyl) gloves for any contact with bodily fluids. Each department will have disposable gloves readily available for workers.
- Disposable protective gloves should also be used when handling diapers or student clothing that is soiled by urine, blood, or feces.
- Always wear disposable protective gloves when handling items soiled by bodily fluids and dispose of them in a leak proof bag.
- Any articles used to clean bodily fluid spills should be handled with gloved hands and disposed of in a leak proof bag.
- If skin does come in contact with bodily fluids, all affected surfaces should be washed with soap and running water as soon as possible after contact.
- When cleaning surfaces that have come into contact with bodily fluids, remove the visible material first. Follow by washing surfaces with soap and water. Then disinfect.
- To disinfect surfaces, use a solution of one part household bleach to ten parts water. Bleach should be mixed with cool water and the solution must be made fresh every 24 hours.

Other Sanitary Guidelines

Toys and materials used by infants will be disinfected weekly. They are to be disinfected prior to reuse with the bleach solution above or other suitable disinfecting solution.

Emergency Preparedness

All adult workers are to familiarize themselves with the location of disposable protective (vinyl) gloves, first aid kits, fire extinguishers, and the evacuation plan. For all medical emergencies, we use the 911 system.

Off-site Emergencies

When a student is injured or becomes ill during an off-site event or trip the students health is our highest concern. First, contact the student's parent to find out their preferred course of action. If the parents are unreachable and a secondary contact is listed, contact them for instruction. If neither are reachable, follow the advice of the medical personnel on staff at the camp or facility you are attending. Lastly, use your best judgment if parents and medical staff are unreachable. Erring on the side of safety is preferred.

Grade Policy

Children shall be placed in a class or club based on their school grade. First time visitors coming with a friend will be allowed to be together.

The class or club preschoolers should attend will be based on whether their birthday occurs on or before December 1st. If a child turns 4 years old on or after December 2nd, they will be placed in the 3 years old class until the next promotion at Grace Chapel (This determination is based on the future time when they will be entering Kindergarten)

Any changes to this rule must have the approval of the director and all involved teachers.

Nursery advancement to preschool will be based on both age and readiness. (Thirty (30) months being the general rule) This advancement will not be fixed to a promotion or start of club date.

Adult Application for Children's Ministry Worker

Name: _____ Email: _____

Home Phone: () _____ Cell: () _____

Address: _____
Please include Address, City, County, State and Zip (Zip not needed for previous addresses below)

If you have lived at you current address less than seven years, provide all other addresses during that period

Address: _____

Address: _____

Address: _____
(Use a separate sheet of paper to list additional addresses)

In which children/youth program(s) are you currently involved or plan to become involved?

(Please attach a photo copy of your license if you will be driving for church activities)

Have you at any time ever:	Yes	No
• Been convicted of, or pleaded no contest to, any crime?	<input type="checkbox"/>	<input type="checkbox"/>
• Engaged in or been accused of, any child molestation, exploitation, or abuse?	<input type="checkbox"/>	<input type="checkbox"/>

Are you aware of:	Yes	No
• Having any traits or tendencies that could pose any threat to children, youth, or others?	<input type="checkbox"/>	<input type="checkbox"/>
• Any reason why you should not work with children, youth, or others?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of these questions is yes, please explain in detail: _____

(please attach additional pages if more space is needed)

Are you a member of Grace Chapel? **YES** **NO**

How long have you been attending? Years _____ Months _____

Other Churches you have attended regularly in the past 5 years (include City & State)

References

Please provide two personal references. References must be over 18; must have known you at least one year; willing to talk (via phone) to a pastor or elder. A family member may be used but are not preferred.

_____	_____	_____	_____
Name	Address	City	State
(____) _____	_____	_____ / _____	_____
Phone	Email address	Years known / Relationship	

_____	_____	_____	_____
Name	Address	City	State
(____) _____	_____	_____ / _____	_____
Phone	Email address	Years known / Relationship	

Please give a brief testimony of how you came to know the Lord as your savior.

(please attach additional pages if more space is needed)

Applicant Verification

I have watched Reducing the Risk for Children’s Workers (Video on Sexual Abuse)

1st Edition

3rd Edition

I agree to abide by all policies and procedures of Grace Chapel, and to protect the health and safety of the children/youth at all times.

Signature: _____ **Date:** _____

Authorization for Criminal/Court Records Check

Release Authorization

In connection with my status as a worker with children or youth, I understand that an investigative report may be requested that will include information as to my character, performance, and experience. I understand that as directed by policy and insurance, consistent with the relationship I will have with minors, the church may be requesting information from public and private sources about my: criminal record, and other information pertinent to maintaining a safe environment for our church children.

The fact that a worker may have a criminal record will not be an automatic bar to work as a volunteer. Factors such as age at the time of the criminal offense, seriousness and nature of the violation, time elapsed, and subsequent rehabilitation will be taken into account.

I acknowledge that a fax or photo copy shall be as valid as the original.

I hereby authorize, without reservation, any law enforcement agency, court, institution, information service bureau, or other organization or person contacted by the church or its agent to furnish the information described above, and release all liability resulting from such disclosure.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.

Signature

Print Name

Print Maiden Name (if applicable)

Print all Aliases

Date of Birth

Place of Birth

Current Driver's License Number

Name as it appears on License

State Issuing License

Today's Date _____

Please return to : GRACE CHAPEL WATERFORD
Attention: Elders – Reducing the Risk
7325 Maceday Lake Rd.
Waterford, MI 48326
(PERSONAL AND CONFIDENTIAL)

Teen Application for Children's Ministry Worker

Name: _____ Email: _____

Home Phone: () _____ Cell: () _____

Address: _____
Please include Address, City, County, State and Zip (Zip not needed for previous addresses below)

If you have lived at you current address less than seven years, provide all other addresses during that period

Address: _____

Address: _____
(Use a separate sheet of paper to list additional addresses)

In which children/youth program(s) are you currently involved or plan to become involved?

Are you a member of Grace Chapel? **YES** **NO**

How long have you been attending? Years _____ Months _____

Other Churches you have attended regularly in the past 5 years (include City & State)

Please give a brief testimony of how you came to know the Lord as your savior.

(please attach additional pages if more space is needed)

References

Please provide two personal references. References must be over 18; must have known you at least one year; willing to talk (via phone) to a pastor or elder. A family member may be used but are not preferred.

_____	_____	_____	_____
Name	Address	City	State
(____) _____	_____	_____ / _____	_____
Phone	Email address	Years known / Relationship	

_____	_____	_____	_____
Name	Address	City	State
(____) _____	_____	_____ / _____	_____
Phone	Email address	Years known / Relationship	

Applicant Verification

I have answered the above questions as fully and truthfully as I know. I know of no reason why I should not be considered for working with children. I agree to abide by all policies and procedures of Grace Chapel, and to protect the health and safety of the children at all times. Grace Chapel has my permission to contact my references to verify my suitability for working with children.

Signature: _____ **Date:** _____

Parental Permission

I am a parent or guardian of the above minor and I give my permission for him or her to volunteer as a helper in the children’s ministry of Grace Chapel, and to contact the references to verify the information provided.

Parent or Guardian Name (Print)

Signature: _____ **Date:** _____

Please return to : GRACE CHAPEL WATERFORD
Attention: Elders – Reducing the Risk
7325 Maceday Lake Rd.
Waterford, MI 48326

Date: _____

Adult/Teen Worker Phone Reference Check

Reference Information from Application

_____	_____	_____	_____
Name	Address	City	State
(____) _____	_____	_____ / _____	
Phone	Email address	Years known / Relationship	

Introduction

Calling on behalf of _____

He/she has expressed a willingness to serve the Lord in our ministry to children (and/or teens).

He/she has listed you as a personal reference.

Would you be willing to answer a few short questions about him/her?

Please be assured that your response will be held in the strictest confidence.

Ask the following questions

- 1. How long have you known this person?*
- 2. What is your relationship with this person?*
- 3. Would you have any reservations entrusting the care of a child or youth to this person?*
- 4. Do you have any concerns about this person's behavior or mannerisms in relating to minors?*
- 5. Are you aware of this person having been convicted or accused of child abuse, sexual abuse, or child neglect?*
- 6. Do you have any additional comments?*

Overall: Excellent OK Not Recommended

YOUTH LEADER REQUIREMENTS & EXPECTATIONS

students@grace

Grace Chapel Fall 2008 – Summer 2009

REQUIREMENTS:

1. Absolute faith in the Triune God.
2. Absolute faith in the Scriptures.
3. Evidence of being a committed follower of Jesus Christ.
4. An active part in the Body of Christ at Grace Chapel.
5. A general understanding and agreement to the Constitution of Grace Chapel.
6. A desire to make known and encourage students in their relationship with Jesus Christ.
7. An understanding of the requirements and expectations of being a leader for students@grace.
8. Signing the STUDENTS@GRACE LEADER COVENANT.

EXPECTATIONS:

Grace Chapel

1. A Faithful attendee of Sunday Morning Worship at Grace Chapel.
2. A Supporter of Grace Chapel with your words, actions, and attitude.

Weekly Youth Sessions (Every Wednesday / 6:45PM – 8:15PM / in “the mod”)

1. In attendance at every Session.
 - a. Arrive at Sessions ON TIME, 15 MINUTES PRIOR to student’s arrival (That is 6:30PM).
 - b. Contact Youth Pastor if unable to attend (At the latest, Wednesday morning).
2. Make it a priority to interact with the students at each Session.
 - a. Contribute to and being involved with the overall flow of Session (Ex: leading worship, conducting games, executing small groups, sitting amongst students, getting students pumped up, calming students down, etc.)
3. Be one of the last ones to leave Sessions.

Sunday School (Every Sunday / 10:00AM – 11:00AM / in “the mod”)

1. In attendance at Sunday School when requested by the youth pastor. (But feel free to attend whenever you want!)

Events

1. In attendance at events when requested by the youth pastor.
 - a. Attendance is strongly encouraged.
 - b. *Mandatory attendance of retreat(s).

Interaction with the Students

1. Be committed to building edifying relationships with the students@grace.
 - a. Make time and be available to the students.
2. Encourage and direct students in their relationship with Jesus Christ.
 - a. Direct students to the Word of God concerning all issues of life.
3. Be sensitive to your interaction with the youth.
 - a. DO NOT ENSURE CONFIDENTIALITY WITH STUDENTS.
 - i. Serious topics of discussion must be shared with Youth Pastor and/or Pastor.
 - b. AVOID UNNECESSARY INTERACTION WITH STUDENTS OF OPPOSITE SEX.
 - i. Avoid one on one (of the opposite sex) situations.
 1. Counseling
 2. During events
 - ii. Avoid physical contact.
4. Be committed to praying for the students@grace.

Interaction with the Youth Leaders

1. View the other leaders of students@grace as a team.
 - a. Maintain healthy relationships with the other leaders.
 - b. Respect other leaders and their decisions, especially in front of the students.
 - c. Dissolve disputes between other leaders in a biblical manner (See Matthew 18:15-20)
 - d. Pray for the other leaders of students@grace.
2. Ultimately, be accountable to the Youth Pastor.

Personal Conduct & Miscellaneous

1. Has a teachable spirit and able to receive constructive criticism.
2. Share your concerns, ideas, excitement, evaluations, etc. with other leaders and Youth Pastor.
3. Refrain from using inappropriate words, dirty jokes, and tasteless behavior.
4. Obey all rules and regulations given to students.
5. Obey the laws of the land.
 - a. This includes speed limits.
6. **IS AN OBVIOUS ROCKER WHO LOVES TO ROCK!!!!!!**

students@grace

YOUTH LEADER COVENANT

Grace Chapel

I, _____, realize and understand the importance of being a leader of students@grace. My signature attests to the fact that I have read and agree to the requirements and expectations demanded of this position. I also understand and agree to the fact that I am a role model to these students and will strive to live a life committed to following Christ.

I, _____, am committing my service listed in the requirements and expectations of students@grace from _____ to _____.

Date: _____

Adult Worker Reference Request

The individual named below has expressed a willingness to serve the Lord in our ministry to children and teens. He or she has listed you as a personal reference, and we would appreciate your response to this questionnaire. Please be assured that your response will be held in the strictest confidence. We have enclosed a self addressed stamped envelope for your return response.

Thank you for your assistance.

Senior Pastor, Grace Chapel Waterford

Name of Applicant: _____

1. How long have you known this person?
2. What is your relationship with this person?
3. Would you have any reservations entrusting the care of a child or youth to this person?
4. Do you have any concerns about this person's behavior or mannerisms in relating to minors?
5. Are you aware of this person having been convicted or accused of child abuse, sexual abuse, or child neglect?
6. Do you have any additional comments?

I would like someone to contact me so that we might talk further. YES NO

If yes, my phone number is _____

Name (Please Print)

Signature: _____ Date: _____

Date: _____

Teen Worker Reference Request

The individual named below has expressed a willingness to serve the Lord in our ministry to children. He or she has listed you as a personal reference, and we would appreciate your response to this questionnaire. Please be assured that your response will be held in the strictest confidence. We have enclosed a self addressed stamped envelope for your return response.

Thank you for your assistance.

Senior Pastor, Grace Chapel Waterford

Name of Applicant: _____

1. How long have you known this person?
2. What is your relationship with this person?
3. Would you have any reservations entrusting the care of a child or youth to this person?
4. Do you have any concerns about this person's behavior or mannerisms in relating to children?
5. Do you have any additional comments?

I would like someone to contact me so that we might talk further. **YES** **NO**

If yes, my phone number is _____

Name (Please Print)

Signature: _____ **Date:** _____

Application for Service in Children's Ministry

For 2nd – 6th Grade

Name _____

Age _____ Birth date _____ Phone number _____

Your testimony of faith _____

(use the back of this form if you need more room)

Position you want to serve in

A/V tech team
3rd grade or above

Praise team
2nd grade or above

Preschool helper
6th grade only

Class Secretary
5th or above

Puppet Ministry

Circle

Are you willing to take a short training class to help you do your job well. Yes No

Why do you want to serve?

Personal Reference (Not a family member)

Name _____

Phone number _____

How do you know this person? _____

My son/daughter has my consent and recommendation to serve within our children's

Ministry _____ (signature)

STUDENT TRIP PERMISSION SLIP



Dear Parent,

Our **Grace Chapel** _____ is having a special field trip. In order for your son or daughter to attend, *please fill out the bottom half of this form and return it by* _____ Keep the top half so you have information about the event and may contact your child if any emergency arises.

EVENT:	LOCATION:
EVENT DATE:	DEPARTURE FROM: Grace Chapel
DEPARTING TIME:	RETURN TIME:
ADULTS IN CHARGE OF EVENT:	
WHAT TO BRING:	
METHOD OF TRANSPORTATION WILL BE:	
ANY QUESTIONS, CALL:	

✂ -----

	Name/s	Age/s
I have reviewed the itinerary and rules concerning this trip and give permission for		

to take part in the following event:

EVENT:	LOCATION:
EVENT DATE:	TIME: (from) _____ (to) _____

PARENT AND SECONDARY EMERGENCY CONTACT INFORMATION:	
Parent/Guardian _____	Secondary: _____
Home Phone: _____	Relationship _____
Cell Phone: _____	Home Phone: _____
Other: _____	Cell Phone: _____
My child has the following allergies or medical conditions _____	

After removing the top of this page, add additional information to the back if necessary.	

Parent/Guardian Signature

Date Signed

Knowing that the adult sponsors will take utmost care of my child's safety, I understand that accidents do occur and that in such situations immediate steps must be taken to secure my child's health. I hereby authorize the staff of **Grace Chapel** to seek medical attention for my child should an emergency arise, provided that I will be contacted as soon as possible. Failure to reach me shall not prevent an application of immediate, necessary medical treatment, not excluding injection, anesthesia, or surgery.

Insurance Provider: _____ Name on Insurance Card: _____

Insurance Number: _____

ONE WORKER PARENT CONSENT FORM

With only one or two infants and sometimes none in the nursery, our scheduled workers have been decrease and today we only have one worker. This is not our normal working policy and because of it we need your permission to allow one worker to watch your child in our nursery. The Nursery worker will not allow the number of children to be more than the children of one parent without the addition of another worker.

Nursery Worker's Name _____

Service or Event Taking Place _____

Name of Child _____

Name of Child _____

If you are comfortable with the worker named above please print and sign the consent below for your child or children to be cared for by this person.

Parent Print _____

Parent Signature _____