

Children & Youth
Ministry
Leadership Handbook
including Policies & Procedures
2006

Colfax Assembly
restoration · liberty · power

Children & Youth Ministry

Leadership Handbook

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Welcome to Children & Youth Ministry!

We are excited about your decision to actively participate in ministering to our children and/or youth here at Colfax Assembly of God. In the following pages you will find the policies and procedures that guide and protect our children and youth ministries.

You will discover what is expected of you, what you can expect from the staff and leadership of Colfax Assembly, and some ways that you can ensure the best experiences possible with the next generation of believers in Christ.

The English poet Samuel Taylor Coleridge once talked with a man who expressed that he did not believe in giving little children any religious instruction whatsoever. He espoused his theory that the child's mind should not be prejudiced in any direction, but, when he grew old enough to exercise his own discretion, he should be permitted to choose his religious opinions for himself. Coleridge said nothing in reply to this. Instead he invited his visitor to view his garden. Upon arriving at the garden they saw only weeds and bramble. The man looked at Coleridge in surprise and said, *"Why, this is not a garden! There is nothing but weeds here!"*

"Well, you see," Coleridge answered, "I did not wish to infringe upon the liberty of this garden in any way. I was just giving the garden a chance to express itself and to choose its own production."

Nothing compares to the satisfaction of investing in the next generation – and nothing else we do has such potential impact on the future. Ministering with children and with youth is nothing short of an adventure – it runs the full gamut from exhilaration to frustration and back again. Led by the Holy Spirit you are embarking on an adventure in ministry that will find you growing and learning as you lead the next generation to their Lord and Savior.

At Colfax Assembly our desire is to see the Children and Youth Ministries reflect the same vision that carries our church as a whole: *Restoration - Liberty - Power.*

Restoration

The Father desires restored relationship; We reach out with love.

- We value the reconciliation of the lost to their Heavenly Father.
- We strive to create an environment where hurting people feel safe and accepted.
- We actively reach individuals with the love of Christ.

Liberty

Jesus offers a life of liberty; We nurture and equip for true living.

- We value honest worship.
- We strive to nurture individuals to live fully as followers of Christ.
- We equip believers with real-life tools for living.

Power

The Spirit empowers for service; We minister in our uniqueness.

- We value the empowerment of the Holy Spirit upon us for witness and ministry.
- We strive to serve our larger community.
- We recognize the uniqueness of our gifts and abilities as we minister.

This mission is as valid when applied to children and youth as it is to adults.

Children and Youth Ministries Objectives

To effectively train and equip the next generation, it has become our mission to ensure that our children and youth will:

1. Participate in a variety of worship experiences
 - a. In age level groupings where worship will be designed to match the interest level and attention span of the child
 - b. In the regular adult worship services, so that as adults, we might model corporate worship before our children and youth and that they might experience the moving of the Holy Spirit in a corporate setting.
 - c. In personal daily devotions, Bible reading and prayer.
2. Understand that worship involves our allegiance to God in the stewardship of time, talents, money and possessions.
3. Identify and use his or her Spiritual gifts in the context of church body life as it applies to the child.
4. Confess Jesus Christ as his or her Lord and Savior as the definitive act of worship.
5. Participate in a variety of learning experiences which will guide the child into a greater knowledge and understanding of the true nature of God, the life, death and resurrection of Jesus, and the work of the Holy Spirit in their individual lives.
6. Participate in social functions as provided by the church for the purpose of relationship building and evangelism.
7. Know the plan of salvation in terms appropriate to the age of the child.
8. Be ready and willing to share his or her faith in Christ and the plan of salvation to his or her peers and significant adults.
9. Demonstrate an understanding of the Great Commission to *“go into all the world and preach the Gospel to every creature” (Mark 16.15).*

Our Values

- Children and youth are a gift from God and should be ministered to with love and care as they are given confidence in knowing they are important to the Kingdom of God.
- Christ died to redeem children and youth from their sin and has not only called them to follow Him, but also desires to see them be equipped to serve Him and others right now.
- Children and youth deserve a safe, positive, nurturing and age-appropriate learning environment that is free of fear, pressure to “grow up,” or prejudice.
- Ministry is not done “to” children and youth but *with* them. We as adults learn from the younger generations as we teach and lead them.
- God has appointed parents as the primary instructors in matters of faith and the church’s role is to assist in the cooperative effort of that task.
- Successful ministry is the shared responsibility of children, youth, ministerial staff and volunteers, parents and the church body.
- Ministry should be creative, innovative and in touch with the families of our community.
- Effective teachers and leaders are the most important component of our children and youth ministries
- Relational ministry is best accomplished with adults who serve as positive role models to the younger generations.

Our Goals

- To provide a safe, secure, loving environment for children and youth to participate in and where parents feel comfortable leaving their child.
- To help children and youth feel a warm sense of belonging to their church family and to ensure that each child feels welcomed and wanted.
- For each child to know that God is real and that a personal relationship with Him gives meaning to life.
- To aide each child in accepting Jesus Christ and developing a dynamic relationship with Him.
- To help each child develop a lifestyle that is built upon his or her relationship with Jesus Christ.
- To help each child understand that growth in Bible knowledge results in positive changes in attitudes, action and life-style because God's Word (the Bible) is relevant to all parts and aspects of life.
- To help the child grow in relationships with other believers, while also growing in his/her relationships with non-churched friends.
- To provide children and youth with the opportunity, training and direction to participate in active ministry.
- To support the family in their responsibility for the spiritual nourishment and growth of their children.
- To provide Godly men and women who are adequately trained to serve as positive role models while they minister with our children and youth.

Expectations of Children and Youth Team Members

We have the following general expectations of the adults who have chosen to serve within the children and youth ministries, regardless of the specific role they choose to serve in.

- A professed commitment to Jesus Christ that is demonstrated through Christian growth and is a model of spiritual leadership and lifestyle.
- A commitment to the **Colfax Assembly** ministry, exemplified through the supporting of programs, ministry and philosophy of **Colfax Assembly** in general through consistent attendance at weekend services and involvement in the body life of this church.
- A teachable spirit exemplified by a growing relationship with Jesus Christ and faithful participation in training events sponsored by or provided by **Colfax Assembly**.
- A desire to serve as a contributing member of a dynamic team, exhibited by praying regularly for the other ministry team members, the children or youth in your charge and the **Colfax Assembly** staff and leadership team. A team member will support his or her leadership and deal with disagreements and conflict according to the Biblical principles outlined in Matthew 18.
- A commitment to excellence exemplified by being in your classroom or “place” a minimum of 15 minutes prior to the beginning of your teaching time ready to greet your students and be adequately prepared to teach or lead the activity.

Benefits for Working With Children and Youth

- You will grow in spiritual wisdom and strength as you prepare weekly for your ministry involvement.
- You will feel the personal satisfaction of knowing you have done your best to share the love of Christ with another person.
- You will experience the joy of seeing children and youth come to faith in Jesus Christ.
- You will make an eternal investment by helping your students assimilate biblical truth into their lives and grow in their relationship with Jesus Christ.
- You will be a vital part of the solution to the problems facing our society’s future – not just an uninvolved critic.
- You will grow in your relationship with Jesus Christ, your ministry team and your students.

Children & Youth Team Member Covenant

Recognizing the essential need of Christian education and my privilege and duty to give personal service to my Lord through the organized efforts of the Children / Youth Ministries at **Colfax Assembly of God**, I promise my Lord that I will be faithful in the fulfillment of my duties and responsibilities and agree to the following covenant:

- I have received Jesus Christ as my Savior and Lord, and am now living obediently and in daily communion with Him.
I pray that God may show me how I may be of the greatest help to the ministries of **Colfax Assembly**.
- I will be present at the times when I am needed for ministry.
If it is necessary for me to be absent, I will notify the department leader, ministry coordinator or staff member as early as possible.
- Knowing the value of a good example, I will make it a practice to be on time for each session or event, and interpret this to mean that I am to be present **at least 15 minutes before** the opening of the class or event time, unless prevented by some reason I can conscientiously give to God.
- As a leader in Children / Youth Ministries, I shall feel my responsibility toward **Colfax Assembly** and agree to attend its services as regularly as possible, support **Colfax Assembly** with my finances and prayers and use my influence to encourage the participation of my students in church activities.
- I will take time to prepare thoroughly for the teaching of each lesson if my responsibilities involve teaching, and will help by personal example to create an attitude of reverence and good behavior in the church.
- I will attend regularly the meetings of my department or ministry team; unless prevented by some reason I can conscientiously give to God. I will communicate with the department or ministry team leader if I am unable to attend a meeting.
- I will earnestly strive and pray for the salvation of those children or youth in my ministry arena who are not Christians and will seek to lead them to accept Jesus Christ as their personal Savior.
- I shall endeavor by every reasonable means, such as phone calls, email and writing, to keep in touch with my students to let them know they are vital members and participants in this ministry.

Youth Team Members in Children's Ministry

We welcome and encourage youth helpers in our classrooms. Our desire is to enable and equip young people between the ages of 10 and 18 to minister as helpers and leaders in all aspects of our ministry to children.

There are many opportunities for ministry for young people, among them:

- Classroom helpers in Sunday School
- Classroom assistants in Children's Church
- Nursery Helpers
- Member of an outreach team or puppet ministry
- Opportunities for peer to peer ministry may also be available to young people, including such ministries as puppet teams, greeting, ushering, prayer, and worship-leading.

Youth helpers must submit an application for ministry and have a background check performed.

In addition, youth helpers are asked to submit to the following regulations:

- All youth helpers need to adhere to the same policies regarding spiritual maturity as their adult counterparts according to our Children & Youth Ministry Leadership Handbook.
- Grade school aged helpers are to be scheduled for no more than once per month in any one department, without explicit approval from a parent.
- No more than one or two youth helpers may be scheduled in a classroom at a time, unless the activity requires extra helpers. This is not a social time for meeting with friends.
- Students in grades 7-12 may be assigned a regular ministry time, but must also have one corporate worship experience per week.
- Youth helpers must be older than the class they are working in (i.e. 7th grade and older may help in any of the Children's Ministries; Grades 3-6 may help in the Nursery and Preschool classes).

All involvement by a youth in ministry is subject to the individual's behavior and attitude along with evaluation by the ministry leader, children's pastor, youth pastor and parent.

Emergencies

While there is no way to prepare for every emergency situation that might occur, there are a few things we can do to prepare for unusual situations.

Fire

If you hear a fire alarm, you may assume it is not a drill. Have the children file out of the room, toward the nearest building exit, and proceed to the designated meeting place in the gravel parking lot. After you are assured that all the children have exited, please turn off the lights and close the door.

If it is a false alarm, you will be given the all-clear sign that it is safe to re-enter the building. Please stay with your kids at all times. Should it be a genuine emergency, please listen for further instructions about how to reunite children with parents.

Accident

For minor accidents, first aid kits are available in the kitchen (hanging on the wall) and at the information counter in the foyer.

For injuries requiring medical attention, have someone call 911. There is a phone in the Senior Pastor's office and also in the Main Church Office.

After you (or someone you designate) have called 911, notify the children's pastor, other staff pastor, or an usher. Also, designate someone to meet the EMT in the parking lot in order to escort them to the injured person.

Your first responsibility is to see that the injured child is cared for and comforted until the medical personnel arrive.

You may also ask an usher to notify any of the medically trained personnel we have attending a service.

Please do not interrupt the service to notify parents if their child was involved – leave that to the ushers. If the ushers or pastoral staff feel that the situation warrants interrupting the worship service they will do so.

Children & Youth Team Member's Policies

Including Policies for the Prevention of Child Abuse

PURPOSE

It is the purpose of the members and staff of **Colfax Assembly of God** to provide a safe and secure environment for preschoolers, children, youth and developmentally delayed persons entrusted to our care. We do this to encourage those preschoolers, children, youth, and their families to grow in their relationship with God and one another.

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 **Colfax Assembly of God**.

SCOPE

This policy shall apply to all current and future team members, compensated and/or volunteer, who will have the responsibility of supervising the activities of preschoolers, children, youth, and developmentally delayed persons.

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", "Team Member", "Helper", and "Sponsor" 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" or "Teenage Team Member" shall be defined as any worker at least thirteen (13) years old or older, but under the age of eighteen (18) enlisted to assist with the care of minors.
5. "Youth Helper" shall be defined as any worker at least ten (10) years old or older, but under the age of eighteen (18) enlisted to assist with the care of minors.
6. "Child Abuse" shall be defined as verbal, physical, emotional, or sexual abuse of a preschooler, child, youth, or minor.
7. "Criminal Background Check" (CBC) is the procedure used by the United Way Volunteer Center, CPS, Washington State Patrol, or other 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. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim.”

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/or developmentally ready.

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

WORKER/VOLUNTEER ENLISTMENT

1. All paid employees of **Colfax Assembly of God** will be required to complete an Employment Application.
2. Whether a paid employee or a volunteer, each person desiring to work with minors, will also be required to complete a Volunteer Information Form (pages 26-27) which is specifically designed for team members who will be working with minors.
3. 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.
4. Any prospective worker that has prior incidents of sexual misconduct or child abuse should not be allowed to serve in any capacity where they would have contact with minors.
5. Criminal background checks will be performed on each applicant after the applicant has signed the authorization/waiver/indemnity for, and prior to being enlisted as a worker. Annual criminal background checks will be performed on team members, randomly or as deemed necessary. (Only qualified representatives of **Colfax Assembly of God** will have access to the criminal background check report).
6. After reviewing the applicant’s application, checking all references, and receiving a criminal background check report, standard interview questions will be developed and used in personal interviews with volunteer employee applicants. 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.
7. 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, with the exception of volunteer teen team members who are allowed to serve only under the immediate supervision of approved adults in the children’s ministry departments.
8. When an employee or volunteer is accepted to work with minors, they will be photographed and the picture(s) will be kept in the person’s file. Photographs will be updated every 2 years or as deemed necessary.
9. At the applicant’s request, **Colfax Assembly of God** 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.

TEAM MEMBER TRAINING

Each new team member will be given the legal definition of child abuse in writing, as well as the policy of the church on reporting of child abuse. New team members 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. Be sure to notify someone if you suspect that a child has been/ is being abused (refer to pg. 20 & 21 for further information).

VOLUNTEER INFORMATION FORM POLICY

Employees, teachers of minors, and volunteers of activities (or programs) for minors of **Colfax Assembly of God** will be required to complete a Volunteer Information Form (pages 26-27) providing personal and confidential information necessary to perform security background checks and reference checks on each individual team member. 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;
- Kidnapping or unlawful restraint;
- Public lewdness or indecent exposure;
- Enticing a child.

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.
- 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 **Colfax Assembly of God**.
- Mental or emotional injury to a minor.
- The presence or possession of obscene or pornographic materials at any function of **Colfax Assembly of God**.
- The presence, possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at **Colfax Assembly of God**.

TEAM MEMBER SUPERVISION

1. The church will adopt the “two adult” rule, which means no adult shall be left alone with a child, and requires a reasonable ratio of adult workers to be maintained in each situation involving the supervision of children.
2. Church staff and volunteer directors will supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time. Supervisors shall complete a log to show which rooms, activities, time and date the classes or activity was visited.
3. An identification system shall be adopted so that the adults who drop off a child to the Nursery 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.
4. 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.
5. Lists of Children & Youth Ministry team members that meet church approval, as workers with minors shall be posted near each classroom or area where minors are cared for.

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 fill out a Volunteer Information for Teens Form and go through the training.

SUPERVISION OF VOLUNTEERS

1. Parental permission shall be obtained in advance for involvement in church sponsored programs, activities or whenever an adult might be spending time alone with a child in an unsupervised situation.
2. Doors without windows shall remain open at all times, unless two approved adults are present.
3. Use a “check-in/check-out” procedure for all kindergarten 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 about the church’s policies and procedures concerning this matter.

Protecting Yourself

It is a complicated world we live in. As a society, we have sacrificed the innocence of our children, and have allowed otherwise healthy situations to become settings in which we become vulnerable to false allegations. In order for you to keep yourself above suspicion regarding the issue of child abuse, it is important for you and all who work with minors to observe a few common sense rules:

We use the “two adult” rule. Never be alone with a child. Always surround yourself with a group. Another adult should always be present in the room. Never meet with a child on or off the church campus without another adult present. This is for your protection as well as for the well being of the children.

Touch is a natural part of interacting with children and they need to have that affirmation from you, their leader. However, please keep in mind some simple “good touch/bad touch” rules:

- ☹ Bad touch: never hug a child “front on.”
- ☺ Good touch: turn the child to the side and hug around the shoulders.

- ☹ Bad touch: hands on their knee(s)
- ☺ Good touch: hands on their shoulder

- ☹ Bad touch: tickling or wrestling
- ☺ Good touch: high-fives and handshakes

- ☹ Bad touch: picking up or carrying a grade-school child (unless injured)
- ☺ Good touch: hand gently placed on top of their head or holding their hand

Special Note: Some of the children you may come into contact with may come from homes where personal affection is rarely shown to them. These children may be quite “needy” when it comes to personal touch and closeness – they may constantly try to sit in your lap, or hang from your waist, etc.. It is imperative that you do not allow them to do so. You may redirect a child’s attempts at seeking this affection by addressing the child’s behavior in a round-about way. Example: *“Sally, I know that you like to sit on my lap, however, I cannot lead the rest of the class when you do. Instead of sitting on my lap, I’d like to just give you a hug when you arrive to class.”* By handling the situation in a manner like this you are still affirming the child and recognizing their need for affection, but you are also leaving them no room for continuing the behavior.

Restroom breaks are a potentially tricky situation. Please adhere faithfully to the following policy:

No child should be allowed to go to the restrooms alone. Please make sure that an adult accompanies the child, or children may go in groups of two or three. Either way, please observe the following:

- For children above preschool age, leaders should not go into the restroom with the child. Rather, open the door, check to see that the restroom is empty before the child enters, then wait for the child in the hallway. If the restroom is not empty, wait until it is before allowing the child to enter. Do not allow any adults to enter the restroom until the child has exited.
- For preschoolers who need assistance in the restroom, please take another child or adult with you.
- Do not leave after escorting the child to the restroom. Make sure the child comes out, and escort them back to the room with you.

These policies are for the mutual protection of our children and our children team members. Adherence to these policies may indeed be a hassle, but they are nothing compared to the “hassle” of an allegation made against you or the church. Simply stated, the reputation and future of this ministry is vastly more important than these inconveniences. Do not believe that your good reputation will help in the face of an allegation.

*Protecting the reputation and future of
this ministry and its workers vastly
outweighs the inconveniences of
following these policies.*

Managing The Classroom/ Handling Discipline

In the life of every teacher and in every classroom there comes the moment of truth: that time when a student and his or her unwelcome behavior challenge the teacher. Although this is not a definitive treatise on discipline, there are a few things to know that will make your job as a leader of children easier.

Plan Ahead. An ounce of planning is worth a pound of discipline. A well-planned teacher has something in mind for his or her students to do as soon as they walk into the room. Kids will find themselves getting into trouble when there is nothing for them to do. *If we don't plan for the kids, the kids will plan for us!*

Over plan. Make sure that you have enough activities planned for the time allotted, and then plan some more. Have a time-filler activity in your “back pocket” at all times.

Plan for activity. Keeping kids active will help in keeping them out of trouble. And, they will learn better, too! Studies have shown that we retain more of what we do than what we are told. The best methods for teaching are also the best preventative measures for problem behaviors.

Develop relationships. Kids are less likely to misbehave if they know you and trust you. A relationship with the parent(s) helps, too.

Create rules. Create and communicate rules that are reasonable, understandable and enforce-able. Reasonable rules are those for which you can give a good reason. From the start, make sure that the children understand your rules. Then, have a plan for what you will do when the rules are broken.

Okay, So you've done all that. But, what do you do when a child misbehaves and challenges your authority?

Be a space invader! There are several steps to invading the space of a child. Start with step one, then if the behavior continues proceed to step two and so on.

The 5 Steps of “Space Invading”

1. *First*, give them “the look.” You know the one. The look your mother gave you that said, “*Stop punching your brother, or you'll be grounded for a month.*” Eye contact says that you are aware of the behavior and that you won't tolerate it.
2. *Second*, walk over to them. You can do this even while teaching.
3. *Third*, put a hand on their shoulder.

4. *Fourth*, speak to them in a firm, but friendly tone.
5. *Fifth*, if the behavior continues, remove the child from the situation.
 - Make certain that the child knows what behavior you are expecting of him or her.
 - Make sure the child owns the behavior. It does little good to discipline a child if they don't believe they've done wrong.
 - After talking with the child, pray with them for self-control.
 - In extreme circumstances, you may want to consult with the children's pastor, or have a conference with the parent.
 - If the behavior persists, you may suspend that child's privileges of attending for a period of time. This is usually best handled by a pastor or the Children's Ministry leader.

Things not to do:

- Don't threaten to do something you cannot do or you are not willing to follow-through.
- Don't get into a power struggle with the child.*
- Never get physical – not even in defense.
- Don't put up with any misbehavior. You're not doing the child any favors by "winking" at their discipline problems. Society will not "go easy" on them as adults, so we shouldn't reinforce that now.
- Don't try to replace their parents. It is the parent's responsibility to correct their children – give them the opportunity to do so. If a child will not respond to your leadership, appeal to that child's direct authority, their parents.
- Don't sacrifice the many for one. You have a whole group or class to look after, do not allow one child's behavior to ruin their time or distract you away from those who are behaving appropriately. Remove the child and let the parents deal with it.
- Don't be intimidated. The pastoral staff and leadership of your department will back you up and will handle any behavior issues that escalate.

*For example, if a child refuses to listen and/or obey, or questions your authority, do not be intimidated. Rather, enforce "The 5 Steps of Space Invading."

REPORTING CHILD ABUSE

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 (reports that identify the victim of abuse or neglect whether or not the person responsible for the abuse or neglect is known) shall be made to the local or state law enforcement agency by calling 911.

- 1) Fully comply with the child abuse reporting statute.
- 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 confirmed 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) Do not treat the suspicion as frivolous.
 - b) Commence the investigation immediately, and conclude it as soon as possible.

*If a sponsor or volunteer of minors suspects a case of child abuse, he or she is required by law to report his/her suspicions within 24 hours to the Dept. of Social and Health Services (hereafter referred to as DSHS). It is the policy of **Colfax Assembly of God** that it also be reported immediately to one of the paid staff ministers of the church.

- 1) 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 Checklist (page 23) to complete the church/staff responsibilities involved with the occurrence.
 - 2) 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.
 - 3) After the information is secured, the minister will contact the DSHS.
- c) Maintain confidentiality of the investigation as much as possible. Emphasize confidentiality of the victim and any accused.

- On the same day that the case is first reported verbally to the DSHS, the report will be documented on an Incident Report Form (page 24).

- d) Cooperate fully with law enforcement officials.
 - e) Suspend any accused person 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 investigations. If child abuse is confirmed, ask the victim and the victim's family what action they would like to take in the matter, and fully cooperate to address their request within the bounds of a legal and prudent response (church legal counsel should assist in this determination).
 - g) In instances where child abuse is confirmed, the church will immediately dismiss the worker from that position. Membership termination should be considered by the Church Board, as appropriate in the circumstances.
 - h) In instances where the evidence is inconclusive, the church must take action depending on the strength of the evidence available and after consideration of the victim's family's request.
 - i) Keep the congregation informed of the investigation with respect to matters which are not confidential, so that the congregation will hear about the investigation from within the church rather than from the news media.
- 6) Promptly take steps to plan for a response to the media and attempt to speak to the media only through one contact person. Through the media the public will be made aware of 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 reducing the risk of future occurrences by providing a safe environment for other children.

Every allegation of sexual offense or molestation will 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 will be terminated.

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 well enough to not have 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 sturdy safety-policy fire blocks into the walls of its ministry to protect children.

Colfax Assembly of God desires to be “a church that cares” through the implementation of the above policy. Adoption of these provisions will enable **Colfax Assembly of God** to provide a more safe and secure environment for each individual of our church family and its guests.

REDUCING THE RISK CHECKLIST

Date:	Initial:	1. For clergy and professional staff: Remove the accused from the situation and suspend the accused from duties involving children / youth.
Date:	Initial:	1. 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 to whom the volunteer has reported will document the procedures taken.

(To be completed by Clergy / Professional Staff Person)

Date:	Initial:	3. Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns. It is inappropriate to “take sides” or foster an adversarial atmosphere between the alleged victim and the accused (or their families).
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 Senior Pastor.
Date:	Initial:	6. Make written documentation of persons contacted and action taken to this point. Begin a log of conversations, either in person or by telephone. Record as much as possible.
Date:	Initial:	7. The Senior Pastor will immediately notify the church’s insurance carrier of the incident and investigation progress.
Date:	Initial:	8. The Senior Pastor will prepare a written statement and designate a spokesperson to respond to media inquiries.
Date:	Initial:	9. Provide assistance to the alleged victim and his/her family in obtaining counseling or referral to a mental health professional, if needed.
Date:	Initial:	10. Respond to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved.
Date:	Initial:	11. Inform the affected volunteer(s) and paid staff members of the need for confidentiality.
Date:	Initial:	12. Consider and respond to the concerns of other parents.
Date:	Initial:	13. The director of the affected ministerial area will respond to the pastoral care concerns within the department.
Date:	Initial:	14. 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 Senior Pastor.

The following procedures are to be completed by ministerial staff persons (clergy) only.

INCIDENT REPORT FORM

Reason for report

Date of incident _____ Class _____

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: _____

Signatures of witnesses (if possible): _____

Report submitted to: _____

Date report submitted: _____

Sample Form
included for reference
Do not use this Form

Children & Youth Ministry Team Member

Enlistment Checklist

(For all paid and volunteer positions)

Name _____

Task to Complete

Completed By (Initials)

- | | |
|---|-------|
| <input type="checkbox"/> Receive Copy of Policy and Procedures Manual | _____ |
| <input type="checkbox"/> Employee or Volunteer Application | _____ |
| <input type="checkbox"/> Criminal Background Check Authorization Form | _____ |
| <input type="checkbox"/> Criminal Background Check Information Form completed | _____ |
| <input type="checkbox"/> References Checked | _____ |
| <input type="checkbox"/> Church Membership Status confirmed | _____ |
| <input type="checkbox"/> Criminal Background Check performed | _____ |
| <input type="checkbox"/> Criminal Background Check reviewed and approved by staff | _____ |
| <input type="checkbox"/> Interview after Background Check & References checked | _____ |
| <input type="checkbox"/> Photograph | _____ |
| <input type="checkbox"/> Sponsor/ Volunteer Code of Ethics | _____ |
| <input type="checkbox"/> Team Members' Statement of Compliance Form signed | _____ |
| <input type="checkbox"/> Worker Training | _____ |
| <input type="checkbox"/> Definition of Child Abuse | _____ |
| <input type="checkbox"/> Procedure for reporting abuse | _____ |

**Sample Form
included for reference
*Do not use this Form***

Children & Youth Ministry Team Member's Statement of Compliance

The information contained in this screening form is correct to the best of my knowledge. I authorize any references to provide **Colfax Assembly of God** with any information, including opinions, which they may have regarding my character and fitness for work with minors or the mentally handicapped. Each reference will be asked to submit the name of one person to be used as a reference. In consideration of the receipt and evaluation of this application by **Colfax Assembly of God**, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, 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 or my references in this screening form.

Should my application be accepted, I agree to be bound by the Bylaws and Policies of **Colfax Assembly of God** and to refrain from unscriptural conduct in the performance of my services on behalf of **Colfax Assembly of God**.

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. This is a legally binding agreement, which I have read and understand.

Print Name _____ Date _____

Applicant's Signature _____

Print Witness Name _____ Date _____

Witnesses' Signature _____

<p>Sample Form included for reference <i>Do not use this Form</i></p>
--

CRIMINAL BACKGROUND CHECK AUTHORIZATION

I hereby give my permission for **Colfax Assembly of God** to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication's. I understand that this information will be used, in part, to determine my eligibility for an employment or volunteer position with **Colfax Assembly of God**.

I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have the opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received. I also understand that, by law, I may see a copy of the transcript, for its review, but may not receive a copy of the document in any fashion or form.

I, the undersigned, do for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify **Colfax Assembly of God** and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts, and sums of money, claims, demands, whatsoever, and any and all related attorney's fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer or employee of **Colfax Assembly of God**.

Print Name _____ Date _____

Applicant's Signature _____

Print Witness Name _____ Date _____

Witnesses' Signature _____

<p>Sample Form included for reference <i>Do not use this Form</i></p>
--

CRIMINAL BACKGROUND CHECK

Full Name _____
Last First Middle Maiden

Sex: (please indicate) Male _____ Female _____

Race: (please indicate)

W B I A H O
White Black American Indian Asian/Pacific Islander Hispanic

Other _____

Date of Birth: ____/____/____
Year Month Day

Social Security # _____ - _____ - _____
(helpful in correctly identifying volunteer applicants)

Have you ever been convicted of a crime? _____yes _____no

Are there any legal charges pending against you? _____yes _____no

If yes, please explain: _____

The signature represents my current legal name and any previously used names are listed below:

Additional names: _____

Signature of Applicant Date

**Sample Form
included for reference
Do not use this Form**

SPONSOR/VOLUNTEER CODE OF ETHICS AND RULES

While acting in the capacity as a Youth/Children/Preschool/Developmentally Delayed sponsor or volunteer of **Colfax Assembly of God**, the following rules shall apply.

- 1) Smoking or using tobacco products in the presence of minors is prohibited.
- 2) Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.
- 3) Sponsors and volunteers of minors shall not abuse such minors, including:
 - Any direct observations or evidence of sexual activity in the presence of or in association with a minor;
 - 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;
 - Sexual advances or sexual activity of any kind to a minor(s);
 - Infliction or physically abuse behavior or bodily injury to a minor;
 - Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of **Colfax Assembly of God**.
 - Mental or emotional injury to a minor;
 - The presence or possession of obscene or pornographic materials at any function of **Colfax Assembly of God**.
 - The consumption of or being under the influence of alcohol while leading or participating in a function for minors of **Colfax Assembly of God**.
- 1) Limit access to the locked personnel/volunteer records to the Senior Pastor.
- 2) Periodically update Volunteer Information Forms.
- 3) Sponsors and volunteers must treat all people of all races, religions, and cultures with respect and consideration.
- 4) Sponsors and volunteers shall not use or tolerate the use of profanity in the presence of minors.
- 5) Sponsors and volunteers must be free of physical and psychological conditions that might adversely affect any minor's health, including, but not limited to, contagious disease.
- 6) Sponsors and volunteers will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
- 7) Sponsors and volunteers will be expected to act and react with Christian love and understanding in all situations.
- 8) Sponsors and volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor other than their own.
- 9) I understand that as a sponsor or volunteer with minors for **Colfax Assembly of God** I will be subject to a background check, including criminal history.
- 10) I understand that any violation of this code may be grounds for removal as a sponsor or volunteer with minors.

Print Name _____ Date _____

Applicant's Signature _____

Sample Form
included for reference
Do not use this Form

PROFILE INDICATORS OF A CHILD ABUSER

CAUTION: A profile list such as this can be misleading because many of the characteristics here can describe men/women who **do not molest or abuse**. Having more than one or even all of these items does not necessarily increase the odds of that person being a molester.

Although this profile has some value in pointing out particular needs of people and risks associated with them, great caution should be used when assigning this profile to any one individual. Few molesters ever report the characteristics listed here. Neither are interviewers trained to properly elicit this information. Individuals with abusive personalities are often more subtle and skillfully manipulative in their approach to their employers, as well as their approach to children. This makes it essential for those responsible for hiring or enlisting volunteers to gain information from collateral resources such as past employers, friends, families, and criminal background checks. This is merely a guideline of potential indicators for abuse, and is not comprehensive.

SEXUAL ABUSE

Men 18 and up

- Low self-esteem
- Need for power and control
- Poor family relationships, though the relationships often look okay from the outside
- Difficulty in interpersonal relationships . . . relates to others immaturely both socially and emotionally . . . may not be involved with peers or engage in adult group recreational activities.
- Difficulty with impulse control
- History of past physical/sexual victimization . . . 80-95% of child molesters were themselves molested as children
- Primary interests are in children
- May be involved in youth activities such as group leaders or coaches
- May be single or married . . . if married, they are often experiencing marital difficulties . . . they have difficulty in developing satisfying, supportive, intimate relationships with adults
- May have a specific age of children they prefer to work with
- May be of any sexual orientation or preference
- May have been insecure in childhood with frequent moves, early physical illnesses and marital difficulties between parents
- Many are less of a team player
- Difficult time asking for help with his problems
- Don't admit to stress or recognize a need to have a plan to deal with it
- Use children to fulfill their needs or validate their sense of competence and well-being
- Highly skilled at gaining the trust and confidence of children
- Sensitive to children's needs and have a way of putting children at ease
- Move frequently and unexpectedly
- Seeks opportunities to be alone with children
- Has an idealistic perspective of children . . . may refer to them as objects
- Often good at convincing others about their competence and caring

Women 18 and up

- May have married young
- Reared in a very strict home
- Her family was/is very religious
- Her husband is gone frequently and is not very supportive
- Is sexually naïve and immature
- Is very dependent of the father figure
- Frequently the victim of physical abuse
- Has low self-esteem
- The husband exaggerates his masculinity in dress, work, and with peers and usually has drug or alcohol problems that affect his sexual performance
- Is lonely
- Does not have much tenderness in her life

Adolescent

- Lack of contact with peers
- Few or no extracurricular activities
- Generally feels powerless and inadequate
- May feel more comfortable with children younger than themselves
- Males, in particular, may be frequently chosen to baby-sit because they make themselves available and relate well to young children
- May come from a family where there has been physical or sexual abuse
- May seem socially immature for their age
- May lack a close relationship with a father figure

PHYSICAL ABUSE

- Negative attitude about life and people
- Labeled as having a “hot” temper
- Blames others: “he made me,” “it was her fault”
- History of child abuse as a child
- Uses harsh, age inappropriate discipline
- Offers illogical or unconvincing excuses for what occurred
- Exhibits out of control behavior

EMOTIONAL ABUSE

- Blames and belittles children
- Cold and rejecting
- Withholds love

Adapted from: Johnson, Becca, Cowan. 1992. For Their Sake: Recognizing, Responding to, and Reporting Child Abuse. Martinsville, IN: American Camping Association. Reprinted here by permission of the publisher. For permission beyond limited use in creating church policy, please contact the publisher at 317-342-8456.

Adapted from YMCA Child Abuse Prevention Training Manual with permission of the YMCA of the USA, 101 N. Wacker Drive, Chicago, IL 60606.

POSSIBLE INDICATORS OF ABUSE

NEGLECT

Behavioral Indicators

1. Is truant or tardy often or arrives early and stays late.
2. Begs or steals food.
3. Attempts suicide.
4. Uses or abuses alcohol and/or other drugs.
5. Is extremely dependent or detached.
6. Engages in delinquent behavior, such as prostitution or stealing.
7. Appears to be exhausted.
8. States frequent or continual absence of parent or guardian.

Physical Indicators

1. Frequently is dirty, unwashed, hungry, or inappropriately dressed.
2. Engages in dangerous activities (possibly because he/she generally is unsupervised).
3. Is tired and listless.
4. Has unattended physical problems.
5. May appear to be overworked and/or exploited.

SEXUAL ABUSE

Behavioral Indicators

1. Is reluctant to change clothes in front of others.
2. Is withdrawn.
3. Exhibits unusual sexual behavior and/or knowledge beyond developmental age.
4. Has poor peer relationships.
5. Either avoids or seeks out adults.
6. Is pseudo-mature.
7. Is manipulative.
8. Is self-conscious.
9. Has problems with authority and rules.
10. Exhibits eating disorders.
11. Is self-mutilating (by cutting, burning or other harmful behaviors).
12. Is obsessively clean.
13. Uses or abuses alcohol and/or other drugs.
14. Exhibits delinquent behavior such as running away from home.
15. Exhibits extreme compliance or defiance.
16. Is fearful or anxious.
17. Exhibits suicidal gestures and/or attempts suicide.
18. Is promiscuous.
19. Engages in fantasy or infantile behavior.
20. Is unwilling to participate in sports activities.
21. Has school difficulties.

Physical Indicators

1. Has pain and/or itching in the genital area.
2. Has bruises or bleeding in the genital area.
3. Has venereal disease.
4. Has swollen private parts.

5. Has difficulty walking or sitting.
6. Has torn, bloody, and/or stained underclothing.
7. Experiences pain when urinating.
8. Is pregnant.
9. Has vaginal or penile discharge.
10. Wets the bed.

EMOTIONAL ABUSE

Behavioral Indicators

1. Is overly eager to please.
2. Seeks out adult contact.
3. Views abuse as being warranted.
4. Exhibits changes in behavior.
5. Is excessively anxious.
6. Is depressed.
7. Is unwilling to discuss problems.
8. Exhibits aggressive or bizarre behavior.
9. Is withdrawn.
10. Is apathetic.
11. Is passive.
12. Has unprovoked fits of yelling or screaming.
13. Exhibits inconsistent behaviors.
14. Feels responsible for the abuser.
15. Runs away from home.
16. Attempts suicide.
17. Has low self-esteem.
18. Exhibits a gradual impairment of health and/or personality.
19. Has difficulty sustaining relationships.
20. Has unrealistic goal setting.
21. Is impatient.
22. Is unable to communicate or express his/her feelings, needs, or desires.
23. Sabotages his/her chances of success.
24. Lacks self-confidence.
25. Is self-deprecating and has a negative self-image.

Physical Indicator

1. Has a sleep disorder (nightmares or restlessness).
2. Wets the bed.
3. Exhibits developmental lags (stunting of his/her physical, emotional, and/or mental growth).
4. Is hyperactive.
5. Exhibits eating disorders.

PHYSICAL ABUSE

Behavioral Indicators

1. Is wary of adults.
2. Is either extremely aggressive or withdrawn.
3. Is dependent and indiscriminate in his/her attachments.
4. Is uncomfortable when other children cry.
5. Generally controls his/her own crying.
6. Exhibits a drastic behavior change when not with parents or caregiver.

7. Is manipulative.
8. Has poor self-concept.
9. Exhibits delinquent behavior, such as running away from home.
10. Uses or abuses alcohol and/or other drugs.
11. Is self-mutilating (by cutting, burning or other harmful behaviors).
12. Is frightened of parents or going home.
13. Is overprotective of or responsible for parents.
14. Exhibits suicidal gestures and/or attempts suicide.
15. Has behavioral problems at school.

Physical Indicators

1. Has unexplained* bruises or welts, often clustered or in a pattern.
2. Has unexplained* and/or unusual burns (cigarettes, doughnut-shaped, immersion-lines, object-patterned).
3. Has unexplained* bite marks.
4. Has unexplained* fractures or dislocations.
5. Has unexplained* abrasions or lacerations.
6. Wets the bed.

(* Or explanation is inconsistent or improbable).

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OTHER TYPES OF HARM

Most of us think that liability arises only out of tangible harm, such as bodily injury or property damage. Unfortunately, increasing numbers of lawsuits involve situations where physical injury is not involved. These exposures may arise out of:

1. Libel and slander – untrue statements about members of the congregation or other faiths. Emotional distress may be caused because of statements made or actions taken, even if they are well founded in truth.
2. Public demonstrations against individuals, groups, or organizations if improperly conducted.
3. Discharge of students or expulsion of members of congregations.
4. Invasion of privacy – investigations into the private lives of church members may cause liability, as may acts such as searching lockers, desks, or personal property of employees or students.
5. Publications – accuracy of facts should be carefully determined. Accusations should not be published. Groups or classes of individuals should not be charged with guilt by association.
6. Counseling by insufficiently trained or unskilled counselors.

IMPROPER OR INADEQUATE SUPERVISION

You can't over-supervise. Most states or local governments have specific requirements on the minimum ratio of supervisors to participants. Probably more litigation results from "failure to properly supervise" than any other cause. If negligence cannot be found for any other reasons, attempts are made to find inadequate supervision.

Instances where improper or inadequate supervision will likely be alleged are:

1. Accidents on the playground
2. In Sunday School
3. Church outings
4. Sporting events
5. Field trips
6. Swimming
7. In the classroom

Proper location of supervisors on playgrounds or at swimming pools is as important as the number of supervisors. Governmental authorities should be contacted prior to events on public property to determine any safety requirements and to place authorities on notice of the type of activity planned. Parents should be informed in writing of the exact nature of the planned event, describing the supervision to be given church or school. Parental consent of any special event should be obtained in writing.

Qualifications required for supervisory personnel should be determined for each event. You need people of mature judgment who are experienced supervising groups of children or young people. The supervisor should not have a history of problems with assigned groups.

A thorough check should be made on an individual's background, especially where supervisors are employees of the church. All states have standards for hiring employees in charge of children. Church officials should be informed of state and local requirements. This would include "certification of teachers."

HAZARDOUS ACTIVITIES

We enjoy activities that foster good fellowship. However, in some activities the dangers outweigh the enjoyment. These are classified as hazardous and extra hazardous. Hazardous activities should be stringently supervised with strict limitations. The church should not sponsor extra hazardous activities.

Hazardous

Water slides
Water-skiing
Snow skiing
Rafting
Unsupervised swimming
Canoeing
Paddle boating
Horseback riding
Rope jumping
Basketball
Volleyball
Softball
Sack races
Touch football
Roller skating
Ice skating

Extra Hazardous

Hayrides
Mud Olympics
Dune buggies
Snow tubing
Obstacle courses
Haunted houses
Tackle football
Snowmobiles
Rodeos
Rope swings
Monkey bar equipment
Fireworks displays & stands
Motorbikes
Rock climbing
Trampolines

Children & Youth Ministry Team Member

Enlistment Checklist

(For all paid and volunteer positions)

Name _____

Task to Complete

Completed By (Initials)

- | | |
|---|-------|
| <input type="checkbox"/> Receive Copy of Policy and Procedures Manual | _____ |
| <input type="checkbox"/> Employee or Volunteer Application | _____ |
| <input type="checkbox"/> Criminal Background Check Authorization Form | _____ |
| <input type="checkbox"/> Criminal Background Check Information Form completed | _____ |
| <input type="checkbox"/> References Checked | _____ |
| <input type="checkbox"/> Church Membership Status confirmed | _____ |
| <input type="checkbox"/> Criminal Background Check performed | _____ |
| <input type="checkbox"/> Criminal Background Check reviewed and approved by staff | _____ |
| <input type="checkbox"/> Interview after Background Check & References checked | _____ |
| <input type="checkbox"/> Photograph | _____ |
| <input type="checkbox"/> Sponsor/ Volunteer Code of Ethics | _____ |
| <input type="checkbox"/> Team Members' Statement of Compliance Form signed | _____ |
| <input type="checkbox"/> Worker Training | _____ |
| <input type="checkbox"/> Definition of Child Abuse | _____ |
| <input type="checkbox"/> Procedure for reporting abuse | _____ |

CRIMINAL BACKGROUND CHECK AUTHORIZATION

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Print Name _____ Date _____

Applicant's Signature _____

Print Witness Name _____ Date _____

Witnesses' Signature _____

CRIMINAL BACKGROUND CHECK

Full Name _____
Last First Middle Maiden

Sex: (please indicate) Male _____ Female _____

Race: (please indicate)

W B I A H O
White Black American Indian Asian/Pacific Islander Hispanic

Other _____

Date of Birth: _____ / _____ / _____
Year Month Day

Social Security # _____ - _____ - _____
(helpful in correctly identifying volunteer applicants)

Have you ever been convicted of a crime? _____yes _____no

Are there any legal charges pending against you? _____yes _____no

If yes, please explain: _____

The signature represents my current legal name and any previously used names are listed below:

Additional names: _____

Signature of Applicant Date

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 - 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;
 - Sexual advances or sexual activity of any kind to a minor(s);
 - Infliction or physically abuse behavior or bodily injury to a minor;
 - Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of **Colfax Assembly of God**.
 - Mental or emotional injury to a minor;
 - The presence or possession of obscene or pornographic materials at any function of **Colfax Assembly of God**.
 - The consumption of or being under the influence of alcohol while leading or participating in a function for minors of **Colfax Assembly of God**.
- 1) Limit access to the locked personnel/volunteer records to the Senior Pastor.
- 2) Periodically update Volunteer Information Forms.
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- 5) Sponsors and volunteers must be free of physical and psychological conditions that might adversely affect any minor's health, including, but not limited to, contagious disease.
- 6) Sponsors and volunteers will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
- 7) Sponsors and volunteers will be expected to act and react with Christian love and understanding in all situations.
- 8) Sponsors and volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor other than their own.
- 9) I understand that as a sponsor or volunteer with minors for **Colfax Assembly of God** I will be subject to a background check, including criminal history.
- 10) I understand that any violation of this code may be grounds for removal as a sponsor or volunteer with minors.

Print Name _____ Date _____

Applicant's Signature _____

Children & Youth Ministry Team Member's Statement of Compliance

The information contained in this screening form is correct to the best of my knowledge. I authorize any references to provide **Colfax Assembly of God** with any information, including opinions, which they may have regarding my character and fitness for work with minors or the mentally handicapped. Each reference will be asked to submit the name of one person to be used as a reference. In consideration of the receipt and evaluation of this application by **Colfax Assembly of God**, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, 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 or my references in this screening form.

Should my application be accepted, I agree to be bound by the Bylaws and Policies of **Colfax Assembly of God** and to refrain from unscriptural conduct in the performance of my services on behalf of **Colfax Assembly of God**.

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. This is a legally binding agreement, which I have read and understand.

Print Name _____ Date _____

Applicant's Signature _____

Print Witness Name _____ Date _____

Witnesses' Signature _____