



“To Glorify God in All Things”

Child Protection Policy

A Protection Plan for Children and the Church

Century Meadows Baptist Church

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Understanding the Need

Camrose is not immune to threats upon our children and the church. For most of us, a lack of personal experience with this concern clouds our awareness of the abusive situations occurring in our city and the churches. We do not wish to just hope and pray that it does not happen at Century Meadows and as a result have created a policy to protect the children of our church and community as well as the church family.

Understanding Child Abuse

“Child abuse” as defined in Alberta states “that a child is in need of protection if:

- a. The child has been abandoned or lost
- b. The guardian of the child is dead and the child has no other guardian
- c. The guardian of the child is unable or unwilling to provide the child with necessities of life including failing to obtain for the child or permit the child to receive essential medical, surgical, or other remedial treatment that has been recommended by a physician
- d. The child has been or there is substantial risk that the child will be physically injured or sexually abused by the guardian of the child
- e. The guardian of the child is unable or unwilling to protect the child from emotional injury
- f. The guardian of the child has subjected the child to or is unable or unwilling to protect the child from cruel or unusual treatment or punishment
- g. The condition or behavior of the child prevents the guardian of the child from providing the child with adequate care appropriate to the child’s needs.”

The law reform committee of Canada defines sexual abuse as: “Exposure of the child to sexual stimulation inappropriate for his age and role – the sexual exploitation of a child who is not developed mentally, capable of understanding or resisting the contact; or a child or adolescent who may be psychologically or socially dependent upon the perpetrator.” (1978) Canada’s law on child sexual abuse from the department of justice has a listing of 16 sexual offenses in the criminal code. Some of these include:

1. Sexual Interference
2. Invitation to sexual touching
3. Sexual exploitation of a young person
4. Exposing genitals to a child
5. Corrupting children
6. Indecent acts
7. Sexual assault

Understanding the Church's Responsibility

A. The Spiritual and Moral Responsibility of the church

The gospel of Mark records that when people brought little children to Jesus, he took them in his arms, put his hands on them and blessed them. As a church, it is our desire to bring children to Jesus too.

In the church, we recognize that we are a reflection of God's love to those in our care and we take our responsibility to them seriously. The scriptures say:

1. "Avoid every kind of evil." (I Thessalonians 5:22)
2. "But among you there must not be even a hint of sexual immorality....because these are improper for God's holy people." (Ephesians 5:3)
3. "But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and be drowned in the depths of the sea." (Matthew 18:6)
4. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of 2 or 3 witnesses. If he refuses to listen to them, tell it to the church, and if he refuses to listen to the church, treat him as you would a pagan or tax collector." (Matthew 18:15-17)

These guidelines are therefore set forth to provide a safe and nurturing environment in which we can bring our children to the Savior. We view ourselves as partners with parents, seeking to provide quality care and instruction in our ministry to the family. All of our guidelines are designed to protect and promote growth in God for each child and adult involved.

Everyone who teaches, helps, or cares for children under the auspices of Century Meadows Baptist Church is required to follow these guidelines and procedures. Be aware that this document represents minimum protection standards. Individual programs may develop additional guidelines as appropriate to their ministry setting.

This plan is designed to assist church leaders in recruiting their volunteers and, to the greatest extent possible, provide for the safety of the children served by these volunteers.

B. The Civil and Legal Liability of the church

Each of us must act to protect all children from any abuse. (*Church and Law update, June 1994*)

"Increasingly and often more dramatically, churches and their personnel (i.e. staff, directors, pastors, board) are being held accountable for the acts of individual abusers within the church even though neither the church, nor its leaders were aware of the abuse or condoned it. Churches are being sued in civil courts for damages sustained by victims and their families. Those victims and their families are attempting to hold churches accountable by alleging that:

- i. the church is vicariously liable for the acts of its personnel, be they paid or volunteer staff, regardless of whether the church was itself negligent or even knew of the abuse
- ii. the church was negligent in its hiring or accepting personnel, whether paid or volunteer, and
- iii. the church was negligent in the supervising and monitoring of its personnel or membership.”

“It is perhaps, if one is cynical, the pressure of being found liable to compensate victims of abuse with the corresponding fear of embarrassment that has caused churches to respond to the issue of child abuse more than a newfound desire to otherwise address an age old problem....Whatever the reason, it is timely for churches to now respond.”

Most Canadian churches will discover that their insurance coverage excludes matters of child molestation; therefore from a purely fiscal point of view, churches must protect themselves in every other reasonable way. This should provide additional motivation for churches and boards to take the necessary steps to protect themselves through these child abuse guidelines.

Document Definitions

Approved Volunteer: A volunteer who has completed the Ministry Volunteer Application form (see attached), has completed a security check, completed volunteer interview with the person responsible for their designated area (i.e. AWANA Commander, Sunday School Director, Youth Pastor), and based on a review of the completed forms and interview is placed in a ministry by the leadership in their area of volunteer.

Child: All persons under the age of 18 years of age.

Church: Century Meadows Baptist Church (Camrose, Alberta) of North American Baptist Conference.

Christian Education Committee: A group of people who represent the head of each department in Christian Education within the church (i.e. AWANA, Sunday School, Library, Youth, Nursery, etc.).

Identification Card: A matching card given to both preschool aged child (ages 0-5) and parent that will be used to identify the parent when collecting their child.

Media Spokesperson: An individual selected by the deacons and the C.E. Committee to provide information to the media and the congregation. This spokesperson is usually the church moderator.

Ministry Volunteer Application Form: An application form which has been approved by the deacons of the church and is consistently used in the screening process of perspective volunteers. Completed application forms are to be kept confidential and used only by the department head in the areas of ministry the person is applying to assist.

Prospective Volunteer: Children, youth, or adults associated with Century Meadows Baptist Church either by regular attendance (adherent) or membership, and awaiting approval by a Christian Education Committee Member.

Volunteer Placement File: A file kept on each prospective volunteer which includes the Ministry Volunteer Application Form, record of police and child welfare security check, record of reference checks, spiritual gift evaluation (if available), past areas of service, and a record of the interview by the department head. This file will be kept confidential and locked in the CMBC office, and is only accessible to the head of each ministry department.

Appendices

All appendices to this ministry policy are located in the CMBC office.

- Appendix I: Ministry Volunteer Application Form
- Appendix II: Reference Check Form
- Appendix III: Ministry Volunteer Interview Form
- Appendix IV: Medical Release Form (for special & overnight events)

Recruitment of Ministry Volunteers

Recruitment of prospective volunteers for a children's ministry must be done by pastoral staff or a Christian Education Committee member (i.e. AWANA Commander, Sunday School Director).

The following screening process will be followed:

- Prospective volunteers should be either members or adherents who have regularly attended the church for at least 1 year or who have attended a church recognized by Century Meadows Baptist Church and who are recommended by their former pastor. If the pastor, or the C.E. committee or deacon board know of reasons why a person may not be suitable for a volunteer position, further investigation could take place and a final approval or denial of a name could be made. Those who have been formally accused, charged, convicted or pardoned of child abuse will be directed to ministries not involving direct contact with children.
- The application form is required to be completed for all positions involving ministry to children. To protect the church from legal liability and for the protection of all workers; every volunteer including established members, will complete the Ministry Volunteer Application Form (Appendix I.)

Screening Process:

All volunteers must be approved by a Christian Education Committee Member. Approved volunteers will have completed a screening process consisting of the following 5 steps. Each of these steps is further explained on the following page.

- ✓ Ministry Volunteer Application Form (Appendix I)
- ✓ Reference Check (Appendix II)
- ✓ Security Check (Child Welfare Record Check and Criminal Records Check)
- ✓ Ministry Volunteer Interview (Appendix III)
- ✓ Familiarization of Child Protection Plan

1. Ministry Volunteer Application Form

A Ministry Volunteer Application Form (Appendix I) must be submitted by the volunteer for approval. The Ministry Volunteer Application Form is critical in protecting the church from legal action if a case of child abuse occurs in which the church must show evidence that it has taken reasonable action in screening and supervising the volunteers involved in any children's work. The courts will look for a process by which the church screens volunteers before engaging them in service. A court can find the church legally liable if it is negligent in screening volunteers. By having every volunteer complete a Ministry Volunteer Application Form and keeping these forms on file, the church greatly reduces its potential liability.

2. Reference Check

Three personal references are required on the Ministry Volunteer Application Form (Appendix I). These references will exclude relatives with at least one reference from outside the church. At least two of these references will be contacted by phone and asked to affirm the appointment of the volunteer. These contacts will be summarized including the date of call, reference comments, and the Christian Education Committee Members signature. Reference checks will be filed on the Volunteers Placement File (See Appendix II: Reference Check Form).

3. Interview

An interview provides an opportunity for the department head (i.e. Sunday School Director, AWANA Commander) to review the Ministry Volunteer Application Form in a personal setting. This allows the Christian Education Committee Member to ask follow-up questions and enhance their knowledge of the prospective volunteer. This opportunity should also be used to inform the applicant of the different ministries they could be involved in within the church body. After requesting the prospective volunteer's specific agreement, the prospective volunteer's information may be shared with other Christian Education Committee members to facilitate the prospective volunteer's service (i.e. ministry areas of interest). The interview will also allow the prospective volunteer the opportunity to ask questions about the various children's ministries and the reasons behind our Child Protection Policy.

4. Child Welfare Record Check and Criminal Records Check

All prospective volunteers are required to complete & provide a copy of a child welfare and criminal record check. These checks will be reviewed and filed in the volunteer placement file and will remain strictly confidential. It is the responsibility of the applicant to pay for the cost of these required security checks.

- Residents of the City of Camrose access the Camrose City Police Service to obtain your Criminal Record & Child Welfare Check.
- Residents of surrounding areas access the RCMP service to obtain the required Criminal Record and Child Welfare Check.

5. Child Protection Policy Review

All volunteers will be equipped with the Child Protection Policy and will be required to read it annually and sign a record indicating they have done so.

Child Protection Guidelines

Century Meadows Baptist Church is concerned for the safety of children and their families. At the same time, we are concerned about the safety and reputation of the adults and youth who volunteer to minister to these children. There may be some however who come with impure motives. We have therefore developed these procedures to make it very difficult, if not impossible for abuse to occur.

A. Child Security

Volunteers who work with preschoolers (ages 0-5) should ensure the following guidelines are followed:

Receiving and Releasing of preschool aged children

Children should attend the class of their age and grade.

- a. Programs for preschool aged children (ages 0-5) should provide a sign-in sheet including the names of all staff. An accurate sign-in procedure includes child's name, parent's name, and parent's location during the service or event. Space should be provided for parents to list any special needs. Nursery and preschool children will not be received into the nursery or classroom until properly signed in.
- b. A child will be released to a parent/designate (recommended age of appropriate designate is 10 years and older) only on the basis of a signature or identification card.
- c. We advise that parents do not enter the nursery or classroom when picking up their child unless requested to do so. This better enables the child care staff to maintain order and provide the level of security that parents would expect.

B. Washroom Guidelines

Parents have been advised to take their children to visit the washroom prior to each class or service.

1. Preschool/Nursery

- a. Diaper Changing:
 - i. Diaper changing should always take place in such a way that another nursery worker can see the child that is being changed.
 - ii. Children under the age of 12 who are assisting in the nursery should not change diapers.
 - iii. A woman is the preferred person to change diapers.
- b. Washroom
 - i. For preschool children, if a child needs to go to the washroom, the adult volunteer should escort the child to the washroom and prop open the outside door. The volunteer should remain outside the cubicle door and wait for the child before escorting him/her back to the classroom.
 - ii. Never be alone with a child in a washroom cubicle and shut/lock the door.
 - iii. If preschool children need assistance in the washroom, an adult may enter the washroom cubicle to assist only under the following guidelines:
 - a. Inform a second adult when you are taking a child to the washroom, and upon your return.
 - b. The outside washroom door must be propped open if only 1 adult is present.

2. Grades 1-4

- a. It is not recommended that a child be sent to a washroom alone.
- b. A volunteer can escort the child to the washroom, and prop open the outside door. The volunteer should then remain outside the washroom door and wait for the child before escorting them back to the classroom.
- c. Never be alone with a child in an unsupervised washroom and never go into a washroom cubicle with a child and shut/lock the door.

C. Health and Safety Guidelines

1. Emergencies

- a. Workers are not to give or apply medication. If a child needs medication the parent must give it. No medication will be left in the classroom with a worker or child. In extreme cases (i.e. peanut allergies, ventilators, etc.) arrangements should be made with written instructions and the permission of the child's parent.
- b. A formal fire drill should be planned and practiced each year with each class for fire emergencies. Procedures (emergency exit plan and map) are to be posted in a visible place in each classroom, stating the planned route of escape to the nearest fire exit. All workers need to be familiar with the emergency exit plan.
- c. First Aid kits must be available in the main office and kitchens and all workers are to know the location. The contents are to be maintained as necessary.
- d. All parents need to be told where to collect their children in case of an emergency.

2. Procedures for dealing with cuts or injuries involving blood/bodily fluid

- a. Separate the injured child from the other children. Isolate area where blood may have dropped (carpet, toys, etc), send a delegate to locate the child's parent if necessary.
- b. Do a visual check to ensure no other children/others had contact with blood from the cut/injury.
- c. Put on gloves from the first aid kit if necessary and clean and bandage the injury.
- d. Remove and properly dispose of gloves and contaminated bandages, etc. in a double plastic bag, wash hands carefully.
- e. If there is a blood stained area, contact the custodian to have it cleaned.

D. Classroom Staffing and Supervision Guidelines

Workers should always conduct themselves in a godly manner, being an example of obedience, respect, and honesty to those in their care and to God.

Our desire is to provide a safe, loving classroom where the child feels comfortable and learning can take place. Therefore we recommend the following guidelines:

1. **Two Leaders:** When possible, there should be a minimum of two leaders in any room with children, except in the event of an emergency situation or bathroom assistance is being provided. This may require the use of assistants or having parents help out on a rotational basis. When it is necessary that one adult leader be in a room with children, the open door/classroom door with a window policy will be observed.

2. **Age Expectation:** It is important to have at least 1 volunteer who is 18 years of age or older. If younger volunteers are used, we recommend the open door/classroom door with a window policy be enforced.
3. **Supervisory Staff:** The Sunday School Director or supervisory staff should make regular visits to the classroom to make sure the class is properly staffed and supervised.
4. **Family Protection:** Family ministry teams work well together and should be encouraged as a method of staffing. However for the protection of this family unit, we recommend the presence of at least 1 other volunteer not related to the family. If this is not possible, then the open door/classroom door with a window policy will be observed.

E. Proper Conduct

(Birth-Grade 6)

1. Physical Touch

Touch is an essential responsibility in nurturing lives. Volunteers need to be aware of, and sensitive to, differences in sexual awareness and development, cultural differences, family backgrounds, individual personalities and special needs. Physical contact with children should be age and developmentally appropriate.

2. Appropriate Touch

We recommend the following guidelines as pure, genuine and positive displays of God's love. Love and caring can be expressed in the following appropriate ways by:

- a. Bending down to the child's eye level and speaking kindly, listening to him/her carefully
- b. Taking a child's hand and leading him/her to an activity
- c. Putting an arm around the shoulder of a child who needs comforting or quieting
- d. Taking both of child's hands as you say "You did a good job, I am glad to see you", etc).
- e. Patting a child on the head, hand, shoulder, or back to affirm
- f. Holding a child by the shoulders or hand to keep his/her attention while re-directing the child's behavior
- g. Holding a preschool child who is crying or upset.

3. Inappropriate Touch

You must not:

- a. Kiss a child or coax a child to kiss you,
- b. Engage in extended hugging or tickling,
- c. Touch a child in any area that would be covered by a bathing suit,
- d. Carry older children or have them sit on your lap,
- e. Be alone & out of plain view with a child.

F. Special Events and Overnight Policies

Child and youth group leaders are encouraged to have special group activities; plan social get-togethers and involved their students in field trips and service projects. These activities should involved more than 2 people as one-on-one activities are to be avoided. The church insurance policy provides coverage which includes off premise activities. The following precautions need to be taken with these activities:

1. Field Trips

- a. Away from church activities should be pre-approved by the pastoral staff & parents should be notified at least 1 week prior to the outing.
- b. All field trips and outings will be supervised by a minimum of 2 approved volunteers.
- c. When the transporting of children is involved in an activity, all drivers must be 21 years of age or older, have a valid driver's license and current automobile insurance. The number of persons in a car must not exceed the number of seat belts.

2. Overnight Events

- a. All overnight activities should be pre-approved by the pastoral staff.
- b. Proper written consent and medical release forms are required for each child participating in overnight events. (see Appendix IV)
- c. All overnight activities should have a minimum of 1:5 leader to student ratio.
- d. Overnight activities that involve children of both genders shall have approved adult leaders of each gender.
- e. All supervising adults must be approved volunteers.
- f. Genders must be designated separate sleeping quarters.
- g. Adult leaders cannot sleep until children are sleeping.
- h. Genders must not be mixed unless supervised.

Reporting Procedures

A. Obligation to Report

If anyone has any concerns regarding the abuse of a child, it must be reported to the supervisory pastoral staff or ministry coordinator. The appropriate individual will assist and support that person to contact Child and Family Services or an abuse hotline.

Any person who has reasonable grounds to believe that a child is in need of protection is legally required to report the matter to Child & Family Services and cannot give that responsibility to another. They may however obtain assistance from the Century Meadows Baptist Church pastoral staff or ministry coordinator. A person who knowingly fails to report abuse is in violation of the law and may face criminal charges. It is not the responsibility of the person reporting the alleged abuse to investigate the situation. Please refer to the “Understanding Child Abuse” section.

1. What to report

- a. Possible Indicators of Abuse may include:
 - i. Unexplained injury, burns, bruises, verbal testimony of abuse, alludes to incidents of abuse in prayer requests, writing, complaints of beatings or batterment, loss of hair, frequent incontinence, and inappropriate dress for the weather.
- b. Need for Protection
 - i. Abuse or neglect need not have already occurred for a child to be in need of protection. It is not necessary to wait for the child to be seriously harmed before intervening. When there is reasonable evidence of abuse there is an obligation to report it.

2. Confidentiality

It is important to keep the information confidential at all times. All suspicions of abuse should be directed only to the supervising pastoral staff or ministry coordinator. It is the responsibility of the appropriate individual to assist in contacting the local office of Child and Family Services.

Social workers are designated to receive reports and trained to investigate and assess the need for intervention. Other professionals should not assume this function.

3. Responding to the child

When a child comes to you, be sure to take his/her word seriously. Do not deny the problem, stay calm & listen to the abuse report. Give emotional support; **do not promise the child you will not tell anyone.**

4. Report Form

Use a Suspected Child Abuse Report Form (See Appendix V). These forms may be obtained from supervising pastoral staff or ministry coordinator. Fill out the report form and submit it to the appropriate individual.

5. Summary of Steps

- a. Gently affirm child & listen
- b. Immediately report any suspected abuse to the supervising pastoral staff or ministry coordinator, complete the Suspected Child Abuse Report Form (Appendix V).
- c. Cooperate in reporting the alleged abuse to Child and Family Services.

B. Protection from Liability

The Alberta Child Welfare Act 1996, section 3 states: "No action lies to a person reporting pursuant to the section unless the reporting is done maliciously or without reasonable and probable grounds for the belief". No person is liable for anything done or omitted in good faith in the exercise of this responsibility. As church leaders, we are accountable to God to protect His little ones. Although it is our desire to protect the parents as much as legally possible from undue interference by outside authorities into their family, the protection of children from abuse is even more important. We want to follow the principles of submitting to governing authorities (Romans 13:1) while at the same time helping parents to exercise child disciplines that is consistent with the scriptures, and in the best interest of children.

C. Report Follow-up

A confidential written report (See appendix VII) with conclusions and action taken should always be made by the supervising pastoral staff or ministry coordinator following a child abuse report. These reports should be kept in a confidential alleged abuse file.

D. Church Discipline (refer to Century Meadows Baptist discipline By-Laws)

E. Media Spokesperson

One person (Church Moderator) is leadership should be designated as the only spokesperson for any allegation. Everyone involved in any part of the ministry of the church should know who this person is, and make no comment, but refer all inquiries to the appointed spokesperson.

Response to Allegations of Abuse

Taken from Church Law & Tax Report

Realistically no practical prevention strategy is 100% effective. An accusation of abuse may occur in any church. Churches need to develop a plan or strategy to respond to sexual abuse allegations. The church should not try to navigate a crisis situation without a compass to guide it. Wrong actions can multiply the pain and liability inherent in an abuse case. An effective response strategy recognizes the following underlying principles:

- a) All allegations need to be taken seriously.
- b) Situations must be handled forthrightly with due respect for privacy and confidentiality.
- c) Full cooperation must be given to authorities under the guidance of your church lawyer.
- d) Adequate care must be shown for the well-being of victims.
- e) The victim should not be held responsible in any way.

A. Response Strategy

In light of the above principles, a thorough response plan should be developed. If possible it should be reviewed by the church's lawyer. The following factors should be kept in mind.

1. **Maintain adequate records:** Always have adequate records of workers applications, references, and screening forms. They should be up-to-date and accessible. Records should be kept up to 5 years.
2. **Know the Spokesperson:** The moderator/vice-moderator will represent the church and will speak to the media (public statement) and congregation regarding the matter in a discrete, informed, truthful, and diplomatic way.
3. **Know the allegation response plan.**
4. **Know your reporting obligations:** Following an allegation, determine which local agencies are responsible for investigating possible abuse.
5. **A Position Statement will be prepared:** A clear position statement of the church regarding abuse will include policies and established safeguards. Having a carefully prepared statement is far superior to making no comment. Describe all the precautions the church has taken, and the policies the church has implemented.
6. **Know the church's current lawyer:** The church's lawyer should be present while answering any investigative questions from the police. The accused should follow the same procedure.
7. **Confidentiality is of the utmost importance:** There should be no disclosure of accusation details.
8. **The governing organization will be contacted:** Information about specific guidelines and procedures they endorse will be obtained.

B. Allegation Response Plan

In case of an allegation follow these guidelines:

- a. Document efforts in handling situation.
- b. Report the incident immediately to the church's lawyer.
- c. Contact proper civil authorities following lawyer's guidance. Do not investigate the allegation yourself.
- d. Do not prejudge the situation, take the allegations seriously. Follow lawyer's advice regarding any contact with the victim and their family.
- e. Treat the accused with dignity and support. If the accused is a church worker, the person should be temporarily relieved of their duties until the investigation is finished.
- f. Don't engage in denial, minimization or blame: These responses are all inappropriate and should be avoided.
- g. Use the text of the prepared public statement to answer to the press and convey news to the congregation. Be careful to safeguard the privacy and confidentiality of all involved.

C. Public Statement

In an allegation of abuse, the statement below is suggested wording for a public response until all the facts are uncovered and the case reviewed. *(Nancy Black, St. Albert Alliance Church, as adapted from Canadian Council of Christian Charities)*

"It is always tragic when children are abused or exploited...(Century Meadows Baptist Church) ... is aware of the ever growing nature of child abuse. We have taken careful precautions to protect the children entrusted to our care.

We are distressed by an accusation of child abuse. We will do everything in our power to address any needs in this situation. For the welfare of those involved, all information has been directed to Child and Family Services."

APPENDIX I

MINISTRY VOLUNTEER APPLICATION FORM

CENTURY MEADOWS BAPTIST CHURCH

Application Date: _____

Dear Applicant,

We appreciate and value your interest in Children's Ministry. We believe that children are deserving of the safest environment we can provide. It is our desire to reduce the potential risk of any abuse within our church ministries; we believe this information is necessary to protect our children as well as our volunteers.

Thank you in advance for your understanding. Information contained in this application is highly confidential, and will be disclosed only to those individuals who have leadership responsibilities directly affecting any ministries you are applying to volunteer in. In processing this application, there will be personal follow-up, including an interview.

If you have any questions or concerns regarding this application, please contact:

Name: _____ Phone Number: _____

General Information

Full Name: _____ Gender: _____

Home Phone Number: _____ Work Number: _____

Address: _____ Driver's License Number: _____

_____ Date of Birth: _____

_____ Present Occupation: _____

Marital Status: _____ If Married, Spouse's Name: _____

Spiritual History

1) How long have you attended Century Meadows Baptist Church? _____

2) Are you a member of Century Meadows Baptist Church? Yes/No

3) If not, are you interested in attending membership classes? Yes/No

4) When did you accept Jesus Christ as your personal Savior? _____

5) In a brief paragraph, please outline your spiritual journey. _____

- 6) Have you been baptized? Yes/No
- 7) If not, are you interested in attending baptismal classes/learning more about water baptism?
Yes/No

Ministry Information

1) Please put a check mark in the appropriate columns to show which ministries you have previous experience in, and which ministries you have an interest to work with.

Ministry	Previous Experience	Interested
Nursery		
Children's Church		
AWANA		
Youth		
Storytelling		
Crafts		
Games		
Music		
Drama		

Ministry	Previous Experience	Interested
Teaching: Preschool		
Grades 1-3		
Grades 4-6		
Youth		
Adult		
Other:		

- 2) Which ministries are you most interested in? _____
- 3) Briefly describe any other volunteer experience or training (formal or informal) that may relate to the ministries you are interested in working with. _____

- 4) What strengths/spiritual gifts do you feel you will bring with you into these ministries? _____

- 5) Describe some areas of special interest. (hobbies, talents, etc.) _____

- 6) Do you have CPR training? Yes/No If yes, what is the Certification Date: _____
- 7) Do you have First Aid training? Yes/No If yes, what is the Certification Date: _____

History of Church Attendance & References

- 1) Name of church: _____ Phone Number: _____
Address: _____
Dates Attended: _____ Member or Adherent: _____
Reference: _____ Phone Number: _____
- 2) Name of church: _____ Phone Number: _____
Address: _____
Dates Attended: _____ Member or Adherent: _____
Reference: _____ Phone Number: _____
- 3) Name of church: _____ Phone Number: _____
Address: _____
Dates Attended: _____ Member or Adherent: _____
Reference: _____ Phone Number: _____

Personal Information

We believe that the blood of Jesus provides forgiveness for our sins, and healing from painful circumstances, past or present. The following questions are not meant to disqualify anyone who has experienced God's grace. However, for your protection and ours, we as a church require a Criminal Record Check and Child Welfare Check to be completed on all of our volunteers in children's ministries, and ask that you answer the following questions.

- 1) Are there any circumstances involving your lifestyle or background that would call into question your ability to work with children? _____

- 2) Do you have any chronic health problems? _____

- 3) Do you any physical conditions that would prevent you from performing certain types of activities? (lifting young children, playing sports, etc.) _____

Thank you!

For your willingness to volunteer in the "Children's Ministries" of our church family.

Ministry Volunteer Application Form Approval Process
CONFIDENTIAL – OFFICE USE ONLY

Prospective Volunteer Name: _____

1. Ministry Interview Date: _____

2. Name of Leader (& Department) who facilitated interview: _____

3. Reference Check:

Reference: _____ Date Completed: _____

Comments: _____

Signature of person contacting the church/reference: _____

Position: _____

4. Criminal Record Check & Child Welfare Check received:

Yes/No Date: _____

5. Reviewed Child Protection Policy: Yes/No Date: _____

6. Valid CPR/First Aid: _____ Date: _____

APPENDIX II

REFERENCE CHECK FORM

“Hello, this is _____. I am the _____ (*position/ministry title*)
at Century Meadows Baptist Church in Camrose. We have a screening policy for all the people who
volunteer to work with our children in Sunday School and other programs. I am calling your church
because _____ (*name of applicant*)

1. Indicated that he/she had
_____ attended your church in _____.
_____ taught in your Sunday School
_____ time
_____ age level

Can you verify this information?

Would you have any reservations about _____ working with children?

****Note any reservations on the form*

OR

2. Listed you as a personal reference. How long have you known _____?
Would you have any reservations about _____ working with children?
****Note any reservations on the form*
Thank you very much for your help.”

Record all information on the Approval Process Form and return to: _____.

NOTE: If the person who first answers your call does not know the applicant, please try to get the
name and number of someone who can help you.

Ministry Volunteer Interview Form

Volunteer Name: _____ Date: _____

Name of person facilitating interview: _____

Clarification: *Anything needing to be discussed/clarified from volunteer application form?*

Date available to begin ministry: _____

Minimum length of the applicant's commitment? _____

Assessment: Is this volunteer suitable for children/youth ministry:

Any concerns/issues raised:

Area recommended for ministry with Century Meadows Baptist Church:

Special skills & abilities not listed on application:

Any follow-up needed: _____

Does the volunteer give consent for the Interviewer to pass their information on to leaders in their ministry of choice? Yes _____ No _____

Signature of Interviewer: _____

APPENDIX IV

Medical Release Form

For Field Trips, Special Events and Overnight Events

Name of Child/Youth: _____ Date: _____

Event: _____ Dates of Trip: _____

Alberta Health Care Number: _____

Does your child have any severe allergies: Yes _____ No _____

Explain: _____

In the event that your child needs medical treatment, Century Meadows Baptist Church, its staff, and volunteers are hereby released from any liability except that which may be due to the negligence of our staff and volunteers.

Name of parent(s): _____

Address: _____

Telephone number: (____) _____

Family Physician: _____

Parent/Guardian Signature: _____