

First Presbyterian Church
Child, Youth, and Worker Protection Policy

Staff and Volunteer Application Form
(For Individuals 18 Years of Age or Older)

This application is to be completed by all adult staff and volunteer applicants for any position that involves the supervision of minors for FPCA activities. We are committed to maintaining a safe environment in which children and youth are nurtured and instructed in the faith and protected from abuse or neglect. This application will be used to conduct reference and background checks on the applicant.

Upon submitting this application applicants who wish to work with minors (defined as children/youth under the age of 18) must:

1. Satisfy a 6-month waiting period during which the volunteer shall serve alongside an already approved lead adult;
2. Complete this Application Form and sign the Worker's Pledge; and
3. Have background checks completed; such checks include references, a statewide criminal background search and/or a statewide sexual offender search (from each state from past 7 years which the volunteer previously resided), and a national criminal background search.

The results of your reference and background checks are strictly confidential. If information of a cautionary nature is revealed through a reference or background check, it will be noted in writing and attached to this application. This information will be considered in determining acceptance of your application. You will be informed of any information of a cautionary nature.

PERSONAL INFORMATION

Today's Date: _____ Member of FPCA No Yes Date of Birth: _____ Male Female

Name _____
First Middle/Maiden Last Social Security Number

Current Address: _____
Street City State Zip Code

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Email Address: _____

Previous Addresses For Past 7 Years: _____

List all previous work involving children/youth (*please list name, address & phone number of sponsoring organization, type of work performed, and dates of service*):

Have you been trained in CPR? No Yes - Expires _____ (*attach copy of card*)

Have you ever been convicted of or plead guilty to a crime? (*Minor traffic violations excluded*) No Yes - Please Explain:

Have you ever been convicted of a sexual/physical abuse crime? No Yes - Please Explain Below

Has your name ever been included on a registry of abusers by any social service agency? No Yes - Please Explain Below

Continue on Reverse Side

REFERENCE INFORMATION

No application will be processed without 2 personal references which may be verified and/or contacted. Do not list people related to you by blood or marriage. Include past supervisors and/or employers (if possible) and at least 2 personal references who have known you for a minimum of 5 years.

Reference #1: _____

Address: _____
Street *City* *State* *Zip*

Daytime Phone: _____ Evening Phone (if different): _____

Relationship: _____ Length of Relationship: _____

Reference #2: _____

Address: _____
Street *City* *State* *Zip*

Daytime Phone: _____ Evening Phone (if different): _____

Relationship: _____ Length of Relationship: _____

Reference #3: _____

Address: _____
Street *City* *State* *Zip*

Daytime Phone: _____ Evening Phone (if different): _____

Relationship: _____ Length of Relationship: _____

VOLUNTEER WORKER PLEDGE

By my signature below, I understand the importance of completing this application in order to work with minors at FPCA activities. I also understand the importance of the church striving to have a minimum of 2 unrelated adults for each group of minor children and I will do my best to serve for the event that I have volunteered. I agree to observe all church policies and procedures regarding working with minors.

I further understand that First Presbyterian will conduct a thorough investigation into my background using all available methods of investigation. I release any of these sources (including First Presbyterian Church) from any liability pertaining to this search. I pledge to report to First Presbyterian Church, in writing, any adjudications or convictions to which I may be subject that occur after the date on this application.

Signature of Individual Authorizing Release *Date* *Signature of Church Representative* *Date*

For Church Use Only - Results of Background Check (Documentation Attached)

On behalf of FLPC, I have reviewed the background checks on this application. _____
Signature of Church Representative *Date*

Date

First Presbyterian Church

Child, Youth and Worker Protection Policy

*"And Jesus took a child and put him in the midst of them; and taking the child in his arms, he said to them,
'Whoever welcomes one such child in my name welcomes me.'"
adapted from Mark 9:36-37*

In an effort to maintain the integrity of our programs, we want to make sure that all volunteers are familiar with the purpose and mission of the Child, Youth and Worker Protection Policy. This document also includes the standards of behavior to help ensure adherence to the policy. Please review the following information and sign the last page and turn it in with the application.

Purpose and Mission of the Policy

Because trust is so fundamental to the well being of the Christian community, people have the right to expect that those they choose as Christian leaders (lay and ordained) are committed to standards of behavior that are trustworthy. We are bound to serve and to respect the dignity of every human being.

First Presbyterian Church (FPCA) is committed to maintaining a safe environment in which children and youth are nurtured and instructed in the faith and protected from abuse or neglect. We believe that we have a responsibility to provide a safe environment for children and youth as well as to support those who work with them.

This policy applies to all those who work with children through First Presbyterian programs including employees, church members, and volunteers. Our goals are to protect the children and youth of First Church, to educate everyone concerning FPCA safe child protection procedures, and to provide appropriate response guidelines.

First Presbyterian Church

Child Protection Policy

Standards of Behavior for Volunteers

In order to carry out our mission of protecting the children and youth entrusted to our care, we commit ourselves to the following guidelines:

- FPCA activities will be supervised by employees and/or adults who are at least 18 years of age.
- It is our intention to have 2 unrelated adults supervising any group of minors at all times.
- Youth volunteers/aides, at least 13 years of age, may serve as one supervisor as long as they are 3 years older than the children in the group, and the other supervisor is an unrelated adult 18 or older.
- No minor or group of minors should be left in the care of only one adult.
- Same-sex, adult supervision will be provided for all overnight trips. In situations like a retreat, adult/youth supervision may be accomplished with adult advisors from other churches.
- In the case of an unforeseen circumstance or emergency, when the Two Adult Rule cannot be implemented, at least three individuals, one of whom must be an adult, shall be present at every church function and in each classroom, vehicle or other enclosed area during all activities involving minors.
- Attention shall be given to ensure children and youth involved in our programs feel safe and avoid even the appearance of impropriety.
- Any suspicions or allegations of abuse should be reported to the supervising staff member or the Pastor/Head of Staff.
- Church employees, volunteers, and members are to uphold appropriate and faithful communication with minors in all electronic contexts while at church or in relation to all church attendees or activities. Adults are to refrain from using explicit language, the exchange of sexual imagery or sexually explicit discussion, the promotion of illegal activities (ie. drug use, underage drinking), and all other inappropriate material in images, social media posts, shared videos, comments or remarks on other's posts. This requirement extends to Phone (voice and text), Social Networking (Facebook, Snapchat, Instagram, MySpace, Twitter, etc), email, and ALL other forms of electronic communication, including blogs, chats, and texts. All communications, photos, comments or replies via electronic methods should be appropriate to share publicly.

- Normally, electronic communications between adults and minors takes place using a public platform such as Facebook group page, a GroupMe group message, etc. When a public platform is not appropriate or possible, electronic communications (such as emails, texts, Snapchat messages, Facebook direct messages, or any other kind of non-public message) between adults and minors should employ the two-to-one rule: 2 youth to 1 adult or 2 adults to 1 youth.
- If a minor has a critical, confidential need to communicate directly with an adult electronically, the receiving adult will preserve the communication in a digital or physical file. This file may be compiled by taking a "screenshot" of the electronic communication, by printing out a hard copy of the electronic communication (most appropriate for email), or by typing a log/report of the phone call conversation. A log of Critical Communications will be submitted to the supervisor upon preparation of the file and will be discussed with the designated supervisor, Dir of Purposeful Education, and Pastor/Head of Staff when needed. Critical communications with a minor should never be initiated by an adult.
- Training and education for electronic communication usage between minors and adults will happen at least annually, during all training opportunities, to clarify the importance of open communication. Additionally, youth members, advisors, and parents will have an opportunity to practice these procedures during their training to understand the importance of two-on-one communication.
- If an adult employee, volunteer, or member feels they have been inappropriately contacted by a minor, they are to report the incident in writing (email is acceptable) to the supervising staff member and the Pastor/Head of Staff. If a minor feels they have been inappropriately contacted by an adult, they are to share this information with a trusted Adult Advisor, Pastor/Head of Staff or Staff member.

First Presbyterian Church

Child, Youth and Worker Protection Policy

I acknowledge that I have received a copy of the Purpose and Mission of the Child Protection Policy. I understand and agree to the Standards of Behavior for Volunteers and will help to ensure the safety and protection of the children and youth of First Presbyterian Church.

Printed Name: _____

Signature: _____

Date: _____