

Calvary Baptist Church

Screening Packet Instructions

Thank you for your interest in volunteering with children/youth. Our desire as a church is to create a climate of love, compassion, and security within our ministry to minors. The following process must be completed and turned in to Pastor Susan Sosebee.

Please initial all boxes. Each part of the process is vital. Your application is unfinished until you are notified from the Church stating you are ready to begin service. For questions or concerns, please contact Pastor Susan Sosebee at 686-4364 or susan@calvarymcallen.org. Thank You for your attention to detail to complete this process.

- Screening Application (Signed and Witnessed)
- Background Investigation Consent Form (Signed)
- Three Reference Letters
- Child Safety Training (
- Calvary Abuse Policy & Procedure Manual (read)
- Confidential Questions (sealed in envelope)

Contact Telephone: _____

Email Address: _____

MINISTRY AREA:

Background Screening Application **All Volunteers and Paid Staff of Calvary Baptist Church**

A. Personal

Date _____

1. Name _____ Phone _____
 LAST FIRST MIDDLE

Present Address _____
 STREET

_____ CITY COUNTY STATE ZIP CODE

E—MAIL ADDRESS

B. Church History and Prior Preschool, Children, and Youth Work

1. List of **names and addresses and phone numbers all churches** of which you were a member or attended within the past seven years:

2. List **previous volunteer and/or paid church work involving children or youth** for the past seven years (include organization name, address, type of work, and dates):

3. List any **gifts, callings, training, education** or other factors that have prepared you to work with preschool, children, and/or youth:

C. Personal References (*not former employers or relatives*)
Please **List Name, Telephone #, Email, and Mailing Address**

- 1.

- 2.

- 3.

MINISTRY AREA:

D. Applicant's Statement

1. I have read the Child/Youth Abuse Policy and Procedures for Calvary Baptist Church and agree to observe the safeguards listed therein. Should my application be accepted, I agree to be bound by policies of Calvary Baptist Church, will strive toward living a life that is an example to others of my relationship with God.
2. The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application or other references or churches to give you any information (including opinions) that they may have regarding my character and fitness for preschool, children, or youth work. In consideration of the receipt and evaluation of this application by Calvary Baptist Church, I hereby release any individual, church, organization, charity, employer, reference, or any 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 do not need to inspect any information provided about me by any person or organization.
3. I hereby give my permission for Calvary Baptist Church of McAllen, Texas, to obtain information relating to my criminal history record through any agency, entity, or organization having such information. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with this organization. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

_____ **➤ Applicant's Signature** **Date**

_____ **➤ Please Print Name**

_____ Please Print Any Previous and/or Maiden Name(s) if Applicable

➤ Witness: _____

➤ Date: _____

➤ Please print name _____

THE WITNESS SHOULD **NOT** BE RELATED TO YOU BY MARRIAGE OR BIRTH.

Child/Youth Abuse Policy and Procedures for Calvary Baptist Church

I. OVERALL POLICY STATEMENT

As a church we affirm the Biblical principle of the sanctity of human life. Every human life is of immeasurable value to God. We, therefore, have a responsibility to care for life (Exodus 20:13). No where does this Biblical principle mean more to us than with respect to our children. Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these" (Matt 19:14), Jesus also said, "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 to be drowned in the depths of the sea" (Matt 18:6). Those are tough words from our Lord with respect to those who abuse the innocence of little children.

Child/youth abuse is a serious social problem affecting all levels of our society. As a Christian organization, we have a profound obligation, spiritually, ethically, theologically, morally and legally to safeguard our children/youth. (The term children/youth is defined as anyone under the age of eighteen.) Therefore, Calvary Baptist Church shall establish and maintain procedures to:

- Increase all members' awareness of the problem of child/youth abuse;
- Institute screening and selection of applicants for regular, ongoing positions involving the ministry, care, and supervision of children/youth;
- Educate and train paid staff, volunteers regarding procedures to reduce the risk of child/youth abuse;
- Seek to protect all paid staff/volunteers who work with children/youth from unfounded accusations;
- Report all allegations to the proper internal and external authorities; and
- Provide compassionate support to victims of child/youth abuse and to those accused of abuse.

Our desire is to create a climate of love, compassion, and security within our Children's ministry. We want every member to discover and fulfill the calling that God has placed on his or her life (Philippians 3:14). We want to equip you to serve God to your fullest capacity (Ephesians 4:11-13). We want to create an atmosphere of love, unity and security for both our children and those whom God has called to work with our children (Ephesians 4:3). We want to love all people with the love of God (John 3:16). At the same time, we want to do all we can to protect our children (1 Corinthians 12:25).

The following policies seek to accomplish these things. We realize that there is always the risk of offending someone with the implementation of the following policies. Every aspect of the policies and application form was thought through and prayed over from the perspective of how it might offend someone. We do not want to offend you. WE LOVE YOU. We love our children as well and feel that, ultimately, their safety and well being is worth the risk of offending.

Our greatest concern is for the safety and well being of our children. All interpretations and implementations of these policies and procedures will be carried out with this intent in mind.

II. SPECIFIC POLICIES AND PROCEDURES

A. Selection

1. Policy

Calvary Baptist Church will seek qualified applicants, volunteer or paid, for regular, ongoing positions involving the ministry, care, and supervision of children/youth. All applicants will be screened according to the procedures listed below.

2. Procedures for Implementation

Normally, individuals considered for a volunteer position must be actively involved in the life and work of Calvary Baptist Church for minimum of at least six months. "Actively involved" is demonstrated by regular participation in an Adult Bible Fellowship or other areas of participation where adult relationships can be formed. To serve as a lead teacher in a classroom, the individual must be like-minded with our beliefs and practices, have indicated a desire to become a member and have begun the process towards membership.

If satisfactory references of previous experience working with children are provided by a former church, the new volunteer may be considered for such a position in less than six months. Volunteers for sporadic, occasional service may be screened immediately, but should not serve until screening has been completed.

Missionaries in Residence who cannot join the church because of their home church ties are welcome to go through the screening process and serve.

All paid staff, college students, interns, and volunteers for any regular, ongoing positions involving the ministry, care, and supervision of children/youth will complete an application and an interview for the position. The application and/or interview may include requests for:

- (1) Applicant's name with identity confirmed by driver's license or other photographic identification;
- (2) Current physical address and telephone number;
- (3) Areas of child/youth work in which applicant is interested;
- (4) Any training or education in child/youth-related work;
- (5) Identification and description of church involvement over the past seven years;
- (6) Identification and description of all child/youth-related work over the past seven years, including which churches and/or organizations;
- (7) Information as to whether applicant has been arrested or convicted of actual or attempted sexual molestation of a child/youth; a signed statement to this effect must accompany the application;

- (8) Information as to whether the applicant has been a victim of abuse; and
- (9) Names, addresses and telephone numbers of three references which are neither employers nor relatives

All paid staff and volunteer applicants for any position involving children/youth must give written permission for:

- (1) Reference check on all work with children/youth; and
- (2) Criminal background checks to be performed by a licensed professional agency.

Calvary Baptist Church clergy/professional staff will interview all applicants for positions, paid staff or volunteer, involving children/youth.

Written agreement to follow the Calvary Baptist Church Child/Youth Abuse Policy and Procedures will be obtained from all paid staff and volunteer applicants for positions involving children/youth.

Record Keeping - A centralized filing system of all applicants will be kept in a secure location as designated by the Senior Pastor. Access to the files will be restricted to maintain confidentiality.

The application and results of reference checks, criminal background checks, and interview shall be treated confidentially. No one shall see the results of the criminal background check except the Senior Pastor or his designated Pastoral Leadership Team member. (The Pastoral Leadership Team is composed of ministerial staff members.)

3. Disqualification due to the Criminal Background History Check

All paid staff shall be subject to a criminal background history check performed prior to employment. Any offers of employment are contingent upon receipt and acceptance of the results of the criminal background history check by Calvary Baptist Church.

All volunteers shall be subject to a criminal background history check performed prior to any child/youth-related work at or for Calvary Baptist Church.

The criminal background history check will be performed as soon as possible, within reason, by an independent agency in accordance with the state law. Calvary Baptist Church will contract and/or make other arrangements with such agency or agencies for such checks. The designated Pastoral Leadership Team member will be responsible for implementing the procedures required by such agency for such checks. Only the Senior Pastor or his designated Pastoral Leadership Team member will receive the results of the checks.

Upon receipt of the results of a clear criminal background history check, the designated Pastoral Leadership Team member will:

- (1) With regard to paid staff applicants, inform the applicant of the results and further employment procedures will commence.
- (2) With regard to volunteers, inform the Minister/Director of the Ministry area affected, who will proceed, with placement of the applicant into service.

Upon receipt of the results of a criminal background history check that is not clear, the Senior Pastor or the designated Pastoral Leadership Team member will contact the applicant and inform him/her of the results of the check. If, after reviewing the information, the applicant feels that the information included is wrong, or that it is not his/her record, the applicant may follow the procedures of the reporting agency for a review of the past criminal history record. This includes getting fingerprints and sending the prints to the Texas Department of Public Safety with the appropriate form. (Note: If it is determined that the record is indeed the applicant's own record and the applicant believes that there is a mistake in the criminal record, a letter should be written by the applicant specifying the area of concern. The letter should be addressed to:

Texas Department of Public Safety
Error Resolution Department
P.O. Box 15999
Austin, TX 78761-5999

If it is determined from a paid staff applicant's application or from the results of the criminal background history check that the applicant has been arrested, convicted, jailed, imprisoned, or placed upon probation or deferred adjudication for any crime other than minor traffic violations, the Senior Pastor or the designated Pastoral Leadership Team member shall notify the applicant, and if the applicant still wishes to pursue a place of employment or continued employment, the Senior Pastor or the designated Pastoral Leadership Team member shall request that the Personnel Committee be convened as soon as practicable to review the application and the information regarding criminal history.

The Personnel Committee will review the information and provide the applicant an opportunity to appear before the committee to make any statement the applicant desires and request the applicant to answer questions and address the concerns of the committee. The employment process may only be resumed if two-thirds of the voting members of the Personnel Committee agree. If the Personnel Committee does not so agree, the applicant will be disqualified from employment at Calvary Baptist Church.

If it is determined from a volunteer applicant's application or from the results of the criminal history background check that the applicant has been arrested, convicted, jailed, imprisoned, or placed upon probation or deferred adjudication for any crime other than minor traffic violations, the Senior Pastor or the designated Pastoral Leadership Team member shall notify the applicant. If the applicant still wishes to pursue a place of volunteer service, the Senior Pastor or his designed Pastoral Leadership Team Member shall notify the Minister/Director of the involved ministry area, and a meeting will be convened with the applicant, the Senior Pastor and the Minister/Director of the involved ministry area as soon as practical to review the

application and the information regarding criminal history. Pending this review, the volunteer applicant may not be involved in children/youth work.

At the meeting, the Senior Pastor will review the information and provide the applicant an opportunity to make any statement the applicant desires and request the applicant to answer questions and address concerns of the Senior Pastor. If, after review of the information and any information received from the applicant, the Senior Pastor recommends that the applicant be permitted to work with children/youth, the applicant and the Minister/Director of the involved ministry area will be so advised. If the Senior Pastor does not so recommend, the applicant will be disqualified and prohibited from being involved in children/youth work at Calvary Baptist Church.

B. Supervision

1. Policy

Calvary Baptist Church will seek to create a safe environment in which opportunities for abuse are minimized by providing proper supervision of paid staff and volunteers and by offering education and training to paid staff, and volunteers on the subject of protecting children/youth from abusive situations.

2. Procedures for Implementation

All paid staff and volunteers who have responsibilities with children/youth will be provided education and training prior to assuming responsibilities (or as soon thereafter as reasonably feasible) so they may understand the nature of child/youth abuse. The training will include definitions and information about:

- (1) Child/youth abuse;
- (2) The types of abuse that involve touching;
- (3) The types of abuse that do not involve touching;
- (4) The effects/symptoms of child/youth abuse, including physical signs, behavioral signs, and verbal signs;
- (5) Other types of inappropriate behavior; and
- (6) Reporting procedures for a suspected incident of abuse.

Prevention strategies:

- (1) It is the goal that there should be at least two adults present whenever a child/youth is present except in emergency situations and where not reasonably feasible. Volunteer and paid staff will be advised to avoid being put in a situation where they are alone with a child/youth other than their own. Teen volunteers should be used alongside screened adult volunteers.
- (2) Frequent unannounced visits by supervisor and/or other authorized individuals for informal checks shall be conducted.
- (3) Release procedures will be used for children from birth through first grade. Each child will be released only to properly identified and preauthorized adult(s).

- (4) Parents will be encouraged to participate in all programs and allowed access to their children/youth at all times, subject to legal custodial restrictions.
- (5) Calvary Baptist Church paid staff and volunteers will be provided annual in-service training regarding the policies of Calvary Baptist Church on child/youth abuse and the state laws regarding definitions of abuse and reporting procedures. Completion of this training shall be documented.

C. Reporting

1. Policy

Calvary Baptist Church will report all alleged or suspected incidences of child/youth abuse in accordance with the laws of Texas.

2. Procedures for Implementation

Paid staff and volunteers will be provided education on a clearly defined reporting procedure for an alleged or suspected incident of abuse.

Each person who observed or to whom alleged abusive misconduct is reported should immediately report the alleged or suspected abuse to the appropriate legal or state authorities as required by law, should document that he/she has done so and will immediately inform a member of the Pastoral Leadership Team.

Any member of the Pastoral Leadership Team who receives a report of alleged or suspected abusive misconduct will immediately report it to the Senior Pastor. The Senior Pastor will notify the Minister/Director of the affected ministry area.

The report to legal or state authorities and the report to the Senior Pastor shall be documented.

D. Response

1. Policy

Calvary Baptist Church will respond to a reported incident of alleged or suspected child/youth abuse in an effort to protect the child/youth and any individuals involved in the incident. It is NOT the policy of Calvary Baptist Church to prove whether the alleged or suspected abuse has or has not occurred, as this will be the responsibility of the proper legal authorities; however, internal investigations must proceed for the implementation of this policy.

2. Procedures for Implementation

Upon suspecting or learning of an allegation of abuse, Calvary Baptist Church shall immediately:

- (1) As to PAID STAFF: Suspend with pay the accused from ALL duties pending an internal investigation; and as to VOLUNTEERS: Suspend the accused from duties involving children/youth pending an internal investigations;

- (2) Inform the parents of the alleged victim and respond to their questions and concerns.

Calvary Baptist Church will strive to maintain the privacy and confidentiality of the alleged victim(s) and the accused.

Calvary Baptist Church paid staff shall document all efforts at handling the reported misconduct.

Revised 9/7/02
Revised 5/3/06
Revised 10/14/07

BACKGROUND INVESTIGATION CONSENT

I, (Print Name) _____ hereby authorize Calvary Baptist Church in the area of requested employment or volunteering to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or volunteer form(s), and/or obtaining other information which may be material to my qualifications for employment or as a volunteer now and, if applicable, during the tenure of my employment or as a volunteer with our church.

I release Calvary Baptist Church and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claim or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and *complete* legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed) _____

Phone # _____

Birth Name or Other Names Used _____

Present Street Address _____

City/State/Zip Code _____

Length of time at present address _____

Former Street Address _____

City/State/Zip _____

Length of time at former address _____ (If less than seven years total between the two addresses, list other addresses in the past seven years on the back of this form)

Date of Birth ____/____/____

Social Security Number _____ - _____ - _____

Driver's License # _____

State of License _____

Signature _____ Date _____

Email: _____

Dear _____,

Please sign below or contact me with a verbal answer to these delicate questions. Your answers will not keep you from being allowed to work with minors. Calvary's intentions are to be your advocate.

Please know this information is kept in strict confidence.

Have you ever been a victim of child abuse? _____ yes _____ no

Have you ever been a victim of sexual abuse? _____ yes _____ no

Thank you for your response and if I can help in anyway, please let me know.

Please complete this form and give it back to me, Susan Sosebee, in this sealed envelope.

Sincerely,



Pastor for Families with Children

Your Signature: _____

Today's Date: _____

Reference Information

Name:

Address:

Phone Number:

Email:

_____ has volunteered to serve at our church with children or youth and has given your name as a personal reference. We would appreciate you answering the following questions as soon as possible and adding any information you consider pertinent. Your responses will be treated confidentially. Please sign and place in sealed envelope provided. Thank you for your cooperation.

1. How long have you known the applicant and in what capacity?
2. Do you consider the applicant a dependable person, one who will be a faithful servant in this area of ministry?
3. How well does the applicant control his or her emotions?
4. Have you ever observed the applicant working with children or youth? If so, what was your impression?
5. If you were at a place of responsibility, would you place this person in a place of service with children or youth?
6. Do you know of any reason why the applicant should not work with children or youth?

Please give us, on the reverse side, any additional comments you feel would be helpful. Please also sign the signature line of this letter.

Thank you,

Susan Sosebee
Pastor for families with Children

Reference Signature