

POLICIES AND PROCEDURES  
FOR THE PROTECTION  
OF OUR  
CHILDREN AND WORKERS  
IN OUR CHURCH MINISTRY

Prepared by:  
Christian Education Committee  
With representation from Deacon & Management Boards  
First Baptist Church  
Olds, Alberta  
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# I. CHILD PROTECTION POLICIES AND PROCEDURES

## INTRODUCTION

We are a people called and protected by God. While we are under God's care, we acknowledge that we also have a role to play in providing a safe community for our children. Since we no longer live in communities where people are in close contact so that personal character and backgrounds of those working with our children are well known, we must take measures to insure our children are protected. This Policy has been prepared as a result of that need for protection and it is just one part of our role in God's continual protection of our Church.

The primary reason for implementing the Policy is to minimize the risk of sexual and physical abuse of children in our Church. However, of equal significance is the need for a policy which outlines our legal responsibility for incidents occurring during ministry and one which protects the Church's Congregation, Child Ministry Workers and Staff against false allegations.

This Policy is divided into four general parts. Section A discusses specific policies and procedures for the protection of our children. Section B contains a procedure for responding to allegations of abuse. Section C is a policy for handling the delicate confidentiality issues. Section D sets out requirements for commissioning our Child Ministry Workers.

We recognise that some degree of flexibility is necessary when implementing these policies, however, this flexibility cannot reduce the Church's vigilance in the protection of its children.

The goal of these policies and procedures is to create a safe haven where people can minister and be ministered to without threat or fear. No procedure can guarantee that abuse will be prevented. However, if this Policy prevents one instance of abuse or even reduces the risk of abuse, then its implementation will have been worthwhile.

## A. CHILD MINISTRY WORKER POLICIES

Our church has moral and legal obligations to care for the safety of the children and families we serve. These policies are intended to provide that care and to lessen the possibility of abuse in our midst.

### 1. EDUCATION

Child sexual abuse is a problem in our society. Unfortunately, churches are not entirely immune to this risk. There are those who may come into our midst with the intention to harm. As an initial step, it is necessary for the Leadership in the Church and the congregation as a whole to grasp the significance of the concern. Starting with the Pastoral Staff and Leadership through to the Congregation and their children, a program will be initiated to educate and inform about child abuse, what it is, how to identify victims, how to identify abusers and the duty to report abuse.

The educational program should include the following components:

- a. The Pastoral Staff, Deacons, and the Christian Education Committee will be required to attend a seminar or conference on child abuse. The Christian Education Committee in turn should educate Child Ministry Workers, and the Pastoral Staff and Deacons should educate the members of the congregation. Every year new Child Ministry Workers should receive in house education or be required to go through a prepared curriculum within three months of assuming responsibility. Child Ministry Workers will be encouraged to review the curriculum with an eye to emphasizing child safety.
- b. Liaison should be established with community expert resources for abuse such as social services, police, and lawyers. The Board of Deacons will be responsible for contacting at least one agency. A representative of one of the above mentioned resource agencies will participate in the yearly staff training / orientation.
- c. A poster will be posted in a public area. A sample poster is in Appendix A.
- d. Educational resources such as videos, books, and magazines will be obtained for the Church library (see Community Resources and References and Credits).
  - \* Books and Magazines: (To be determined )
  - \* Videos: (To be determined )
- e. Programs and materials will be made available by the Church to educate parents on the risks our children face and how to avoid them.

## 2. CORPORATE POLICY

- a. This Policy document must be adopted by the Church to make it clear that child abuse will not be tolerated. The Policy should be incorporated into the Church Bylaws.
- b. If any Child Ministry Worker, church member, affiliate or volunteer has a suspicion that a child is being or has been abused or neglected, that person should, without delay, initiate the reporting process in this Policy.
- c. This Policy should be acknowledged in writing by all paid personnel at the outset of being retained by the Church.
- d. The Board of Management should review its insurance policies with its insurance brokers each year to upgrade the scope of coverage if necessary.

## 3. PERSONNEL

All Child Ministry Workers (paid and volunteer) will be commissioned.

## 4. SAFETY PROCEDURES RELATING TO CHURCH FUNCTIONS

- a. Classrooms: Our desire is to provide a safe, loving classroom environment where the child feels comfortable and where learning can take place. The following guidelines are aimed to meet these ends:
- i. ideally there will be a minimum of 2 Child Ministry Workers in any care situation for children. This is mandatory for children under the age of 3 except in the event of an emergency situation. This not only assists in providing a safe and loving classroom environment, it also provides Child Ministry Workers with more encouragement, creativity and flexibility, as well as providing a mix in each classroom that makes for a richer teaching environment.
  - ii. ideally there will be a minimum of one Child Ministry Worker for every 4 to 6 pre-school children, and one Child Ministry Worker for every 8 to 10, grades 1 to 6 children.
  - iii. a Hall Monitor will circulate between rooms to assist if there are staff shortages.
  - iv. after classes, parents are expected to supervise their children while still at church.
- b. Record Keeping:
- i. the names, addresses and phone numbers of parents and children shall be carefully maintained, as well as information regarding specific needs (i.e. allergies).
  - ii. an accurate sign-in procedure will be maintained for each nursery child, recording the child's name, parent's name and location during the service. A line on this sheet should be provided for parents to list special needs of their children. Child Ministry Workers cannot release a child to anyone except the child's parent or previously arranged alternative.
  - iii. each Ministry will maintain attendance records and the name of each Child Ministry Worker shall be recorded at each session on the attendance record.
- c. Diaper Changing:
- This should always take place in such a way that another Child Ministry Worker can easily see the child being changed.
- d. Rest Rooms:
- i. the pre-schoolers and primary (Grades 1-3) children should not be sent to the washroom by themselves. They should be accompanied by a Child Ministry Worker. A Child Ministry Worker will inspect the washroom before a child enters.
  - ii. the Hall Monitor will check the washrooms on a regular basis.
- e. Worker Behaviour:
- i. Child Ministry Workers should always conduct themselves in a godly manner, being above reproach and being an example to young believers.

- ii. Child Ministry Workers should not be involved in any of the following activities with children: excessive hugging or kissing, sitting an older child on the lap and inappropriate touching.
- iii. if a child is injured from an accident in the Church or during Church activities, and it is necessary for staff to remove clothing to examine any part of a child's body other than a limb, there should always be two Child Ministry Workers present, and the incident should be documented and reported to parents.

f. Supervision:

Children and Child Ministry Workers will be supervised by trained personnel whenever possible.

g. Parties and Field Trips:

- i. Child Ministry Workers are encouraged to have special class activities in their homes, plan social activities and involve pupils in field trips and service projects. However, some precautions need to be taken with these activities:
  - always have another Child Ministry Worker present at these activities.
  - no overnight functions shall be permitted unless the function has first been approved by the Child Ministry Worker's Supervisor.
- ii. a permission slip, signed by a parent or guardian, allowing the child to participate in the activity must be obtained by the Child Ministry Worker prior to the activity.

h. Suggested Building Requirements:

For any new construction, it is advisable to have windows in all the classrooms and/or office doors so that all classes/groups can be visible even when doors need to be closed for safety or confidentiality reasons.

## 5. GUIDELINES FOR MINISTERING TO CHILDREN

- a. Establish clearly defined boundaries you are committed to maintaining in your interpersonal relationships:
  - i. conduct counselling appointments within normal daytime hours whenever possible.
  - ii. prohibit counselling in the child's home unless another person is present.
  - iii. meet with children once or twice. If a series of meetings or encounters is projected, each meeting should be with consent and knowledge of the child's parent or guardian. If at all possible avoid transporting a child alone.
  - iv. for observational purposes, do not completely close the blinds on the office/ activity room windows.
  - v. ensure any display of physical contact is appropriate and limited.

- b. Be accountable to a colleague, spouse or peer.
- c. Give attention to your spiritual, emotional and physical wellbeing.

## 6. CODE OF CONDUCT FOR CHILD MINISTRY WORKERS AND STAFF IN CHILD AND YOUTH PROGRAMS

The Code of Conduct is a reminder to Child Ministry Workers and Staff of the congregation's expectations regarding the care of children in their programs. The Code must be reviewed and signed by each Child Ministry Worker before joining our ministries. The Code is found in Appendix B.

## B. PROTOCOL FOR HANDLING CHILD ABUSE ALLEGATIONS

The reporting of child abuse allegations is clearly mandated by law, regardless of when the abuse occurred, if the victim is still under the age of 18. All such allegations must be handled carefully to secure the safety of the child, to facilitate the acquisition of evidence by the investigating bodies and to protect those who may be falsely accused. This procedure is to be followed when a Child Ministry Worker is suspicious that child abuse is occurring:

### 1. PROCEDURE

- a. It is essential that all suspicions of child abuse or neglect be reported immediately to the most senior person available.
- b. Be supportive to the victim and provide immediate help. However, do not offer extensive medical or psychological help. These services will be provided by child welfare, the police or a hospital. Well-meaning interventions by Church members may delay the victim from receiving professional help, and may inadvertently interfere with the investigation, distorting or destroying valuable evidence.
- c. The person who first identifies the potential child abuse or neglect situation initiates the reporting process by informing his or her supervisor. That person should then record verbatim what he or she has heard or seen.
- d. Church Staff and Leadership, Child Ministry Workers, Members and Adherents should not investigate accusations themselves. This is the responsibility of the Police and Child Welfare.
- e. With the initiating person and his or her supervisor present, the Pastor should phone the child abuse hot-line at 1-800-387-KIDS (5437) to report the suspicions and determine:
  - i. if this incident will be investigated by the authorities;
  - ii. if this incident is to be investigated by the authorities, how and when the parents should or will be informed of the investigation (this is particularly important in cases where the parent is suspected of abuse or neglect); and
  - iii. how we should proceed and how best to protect the child.

- f. If the child abuse hotline has stated that the parents may be contacted, the most senior Staff member will immediately begin making efforts to inform one of the parents of the situation.
- g. The Chairman of the Board of Deacons will be notified, and the Board of Deacons and all Pastors will determine within 24 hours how to best deal with the alleged perpetrator and the alleged victim. There will be a liberal attitude to obtaining outside expertise.
- h. The Baptist Union Area Minister and Executive Minister will be informed by the Senior Pastor or a designated church official, within 48 hours of the occurrence and will be updated as new developments arise.
- i. If there is a child abuse allegation concern, the alleged perpetrator will be required to refrain from any contact with the child or from attendance at First Baptist Church in Olds in any capacity until further notice. If the alleged perpetrator is on Church property, he or she will be asked to leave immediately and will be told that this action has been undertaken because of child abuse allegations that are currently under investigation.
- j. The Senior Staff member, the Committee Chairperson of the initiating person and the initiating person will all thoroughly document the event in detail, including the date and times of all events. These documents will be confidential and available only to the investigating authorities and Senior Church Officials.
- k. If the alleged perpetrator is a Church Staff member, he or she will be suspended with pay until the investigation has been completed. The "Protocol for Situations of Professional Misconduct in the Baptist Union of Western Canada" will be followed. The Staff Member must remain off Church property until further notice. If he or she does not heed the direction of the Church or any other stipulations that have been directed in writing, he or she may be terminated without notice.
- l. The Senior Staff Member or an appointed individual of the Board of Deacons will first contact the Church's insurance broker, then the legal council who will advise and represent the Church.
- m. A spokesperson will be appointed by the Board of Deacons for the media, should it be necessary, as outlined in the Safety Manual for Children's Ministry, prepared by the Baptist Union of Western Canada.
- n. If the alleged perpetrator is found guilty in court:
  - i. the entire church will be notified both from the pulpit and by mail;
  - ii. a general meeting will be convened to address any of the congregation's concerns. The meeting will be held within three weeks but not less than one week from the general notification of the conviction. The offender will be informed of this meeting but will not be permitted to attend;
  - iii. the perpetrator will only be able to attend church according to terms developed by the Pastors in consultation with the Board of Deacons (and other relevant outside parties)

when deemed necessary). The Church body will be informed of these terms both from the pulpit and in writing; and

- iv. the terms will be reviewed with the perpetrator annually by the Senior Pastor and the Board of Deacons. If the perpetrator has demonstrated he is unwilling or unable to comply, the guidelines may be revised or the perpetrator may be asked to leave the Church.
- o. The Church will offer, provide or facilitate crisis/trauma counselling and support to children, families, all staff, and Child Ministry Workers during and following the investigation of a Church related abuse or neglect incident for a period of up to one year from the reporting of the incident.

## 2. CARE OF THOSE INVOLVED IN THE SITUATION

Understanding that it will be very hard to immediately ascertain the truth, the following suggestions for care are made:

- a. Remember the Church's first concern must be the alleged victim, not the reputation of the Church.
- b. Remember that both the alleged victim and the alleged perpetrator need care and support.
- c. Remember that questions regarding the incident could be counterproductive to both the Church Ministry and the investigation. If possible, avoid asking or speculating on such questions. Instead, attempt to care for the individuals involved and for their families.

Remember, it is the safety of the child that must prevail over all other concerns.

## C. CONFIDENTIALITY PROCEDURES

The reporting of confidential information has a major impact on ministry. Because of that, a clear statement and procedure must be in place so that both the Pastors and those under their care understand the ground rules within which the ministry will work.

### 1. CONFIDENTIALITY:

A policy of strict confidentiality will be maintained by the Pastors and those ministering within the Church unless withholding the information may cause danger to others or is illegal.

### 2. AREAS OF CONCERN:

In some situations, the law does not require that information concerning a child abuser be reported to Child Welfare authorities. Even if this information does not need to be reported, it cannot remain completely confidential for the safety of those attending the Church. The release of this information is also necessary to maintain a family approach to church concerns.

(Examples include where the abuse victim is now older than age 18 or where the individual has already been convicted for the child abuse offence.)

### 3. REPORTING INFORMATION REGARDING ABUSERS:

If someone has information concerning a current child abuse situation, the “Protocol for Handling Child Abuse Allegations” in Section B of this Policy must be followed. In other situations, information concerning previous sexual or physical abuse should be immediately reported to the Senior Pastor or the Chairman of the Board of Deacons. Due to the seriousness of the situation no time should be lost before this information is reported.

### 4. RELEASING INFORMATION:

Due to the sensitive nature of this information, a stepped procedure will be followed to help maintain the greatest confidentiality and protection for the individual, while giving maximum protection of those connected with the Church. If information concerning charges or allegations of sexual/physical misconduct comes to light, the following steps will be used:

- a. Step 1: The Pastor is required to take information of sexual or physical misconduct involving children to the Board of Deacons. This information will be presented to the Deacons in a way which will inform them of an individual in the congregation with past or present problems. This will be presented in writing and will be included in the Deacons’ minutes. If the person was convicted of a crime for an abusive act, he or she will not be allowed to work in a ministry for children or youth.
- b. Step 2: If the Deacons feel there is need for more information, the Pastor must gain permission from the individual for release of that information. If permission is obtained, the Pastor will report in writing to the Deacons, who will be given the necessary information in confidence. If permission is denied, the individual will be asked to meet with the Chairman of the Board of Deacons and the Senior Pastor. If, after that meeting, the Chairman believes that the information must go to the full Board, and the individual still refuses to allow the information’s release, the individual will be asked not to worship at First Baptist Church in Olds.
- c. Step 3: If for the safety of the Church, the Board decides that the entire congregation must know of the situation, permission must be gained before that information is released. If the person refuses permission, the person will be asked not to worship at First Baptist Church in Olds.

## D. COMMISSIONING OUR CHILD MINISTRY WORKERS

It is our goal as members of First Baptist Church in Olds to develop a family, which includes both ministers and those receiving ministry. A family relationship exists on trust. In order to build the trust to establish our family, we need to know those who will be working in our Ministries, including those ministering to our children.

It is essential that our Child Ministry Workers be caring believers who are constantly in prayer, and who know, understand and are trained to make use of God’s gifts. For those who are new to our congregation, it is our responsibility to play an active role in the process of affirming their call and gifts for Children’s Ministry before commissioning them for service.

For purposes of implementing this Policy at First Baptist Church (Olds), Child Ministry Workers who have been involved in Children's Ministry for at least two (2) years will be considered 'commissioned'.

The following process will allow the Holy Spirit to lead and direct us in affirming our Child Ministry Workers' call and gifts.

1. To whom does the process apply?

Any individual who intends to work with children or youth (from ages 0 to 18 years) unless he or she has been actively involved in our Children's Ministry for at least two (2) years, in which case, they will be considered 'commissioned'.

2. Commissioning Process

The entire Church family is responsible to be involved in the commissioning of our Child Ministry Workers. This includes expressing to the Board of Deacons any concerns about an individual's call and gift for Children's Ministry.

It is the responsibility of our Church Leaders through the leading of the Holy Spirit to commission our Child Ministry Workers and affirm their position in the Church family. All Child Ministry Workers must be approved by the Christian Education Committee.

Prior to consideration by the Christian Education Committee, individuals will be expected to meet the following requirements.

- a. prospective Child Ministry Workers must fill out an application form and submit three references. The specific Ministry Co-ordinator will review the application and conduct the reference interviews. These references will be phoned and their comments kept on file.
- b. a criminal records check will be conducted. This check will be reviewed by the designated Pastor only. The check will reveal only whether or not the individual has a criminal record. No other information will be sought or provided by the police.
- c. for Child Ministry Workers and Pastors, the checks will be every five years. A record file to track checks will be maintained.
- d. all forms will be kept in a secure locked storage area.
- e. through the guidance of the Holy Spirit, most individuals' ministries will be affirmed by the Christian Education Committee. If there is any concern, the decision must be made in consultation with the Pastors and Deacons.
- f. Pastoral Staff must be satisfactorily interviewed by the Board of Deacons.

3. Exceptions to the above process will be permitted if all of the following alternative requirements are met:

- a. a prospective Child Ministry Worker must be either a member or adherent of First Baptist Church in Olds for a period of twelve consecutive months. During those twelve months, the individual must be a regular attender of Sunday worship services to permit spiritual growth.
  - b. prospective Child Ministry Worker will be asked to submit three references. One of these references must be the Senior Pastor from the individual's previous Church, if applicable. The specific Ministry Co-ordinator will be responsible to phone the references. Their comments will be kept on file.
  - c. prospective Child Ministry Workers must meet with two Deacons on at least three occasions, the last meeting being at the end of the twelve months to:
    - i) read and review the Church Constitution and Bylaws, the Church Covenant, statement of faith and the Policies and Procedures for the Protection of Our Children and Workers and Our Church Ministry, including signing the Code of Conduct; and
    - ii) review the individual's growth over the previous twelve months and his or her perceived Ministry gifts.
  - d. The person(s) who interview the perspective Child Ministry Worker are responsible to prayerfully consider the individual's gift, and if affirmed to recommend the individual to the Christian Education Committee for Ministry. The Deacons will also continue to be responsible for ongoing prayer support and discipleship of that individual's Ministry in the Church, until the individual is able to disciple others.
4. Guidelines in commissioning decisions.

The Christian Education Committee will prepare guidelines concerning "red flags" to look for during the commissioning and interview processes including, but not limited to:

- many city or church moves
- resistance to screening and/or supervision
- wanting to work with children after only being in the church a short time
- wanting to work with a specific age group

Any persons convicted of a sexual/physical abuse offence involving children will not be able to work with children in any way, and will be asked to use their talents in other areas within the Church.

## II. COMMUNITY RESOURCES

1. **Child Welfare (Alberta Government)** (403) 556-4201  
Contact the child welfare supervisor who does seminars, training for staff and volunteers and investigations. Good resource if you have any questions.
2. **Sexual Assault Centre** (800) 638-0715 (crisis line)  
Workshops to churches on defining child abuse and to help them develop systems and protocols.
3. **R.C.M.P** (403) 556-3324  
Contact the Commanding Officer or the constable on duty.
4. **Norm Quantz, MA** (403) 335-8376  
Therapist that works with victims of abuse and with paedophiles.

### III. REFERENCES AND CREDITS

This paper was prepared using materials from many sources. The First Baptist Church in Olds is grateful to all these publications and resources for their invaluable assistance.

#### Reference Materials:

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6. Abuse - A Christian Response, Gloria Blacklock, (McMaster Divinity College Conference on Abuse and Related Ministry Issues), Oct. 21 - 22, 1993.
7. Reducing the Risks of Child Abuse in the Church, David G. Thwaites, (CCCC Bulletin #3), 1994.
8. Child Sexual Abuse Education Package, The Baptist Union of Western Canada BC Area Meeting, May 29, 1993.
9. Protocol for Situations of Professional Misconduct in the Baptist Union of Western Canada, approved by Baptist Union Assembly, Saskatoon, SK, April 1995.
10. Safety Manual for Children's Ministries, Baptist Union of Western Canada, Calgary, May 1999.
11. Congregational Safety Committee, Laurier Heights Baptist Church, Edmonton, March 1997.

## IV. GLOSSARY OF TERMS

Child	An individual who is less than 16 years of age involved in First Baptist Church Children's Ministry*
Children's Ministry* Worker	An individual over the age of 16 (paid and/or volunteer) who teaches, supervises, leads, coaches, chaperones, guides, or assists in the above) a child while participating in First Baptist Church Children's Ministries*
Hall Monitor	An individual who observes, detects, checks, keeps track of operations or conditions for purposes of control or surveillance.
Junior Children's Ministry* Worker	Commissioned Children in Leadership roles
Leadership	Board of Deacons, Board of Management and Children's Ministry* Committee Heads

\*Note: Children's Ministries encompasses Nursery through Senior High

## V. Appendices:

*Appendix A*

### Child Abuse or Neglect Poster

If you suspect child abuse or neglect is occurring or has occurred:

1. Immediately report your suspicions to your Ministry Co-ordinator and document - as close to verbatim as possible - what the child told you, or what you saw or heard.
2. Inform your Ministry Co-ordinator. The two of you will then inform the most senior Pastor available (or if unavailable, the Chairman of the Board of Deacons).
3. Phone the child abuse hot line with your Ministry Co-ordinator and the Pastor at 1-800-387-KIDS (5437) to report the incident and seek guidance.

**REPORT FORM – Part I**  
**SUSPECTED CHILD ABUSE**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Person Filing Report: \_\_\_\_\_

Nature of suspected abuse: (Physical, Sexual, Emotional, Neglect)

Indications of suspected abuse:

(Including facts, physical signs and course of events where necessary)

Action taken: (Including date and time)

ANY WORKER OR VOLUNTEER WHO HAS REASONABLE AND PROBABLE GROUNDS TO BELIEVE AND BELIEVES THAT A CHILD IS IN NEED OF PROTECTIVE SERVICES SHALL IMMEDIATELY REPORT THE MATTER TO THEIR SUPERVISOR WHO REPORTS THE ABUSE TO THE MOST SENIOR PASTOR. ANY SUSPECTED CHILD ABUSE MUST BE REPORTED TO THE DIRECTOR OF CHILD WELFARE SERVICES AND WILL BE REPORTED BY THE PASTOR. All information will only be viewed by those needing to know for purposes of processing this situation.

Signed: \_\_\_\_\_  
(Person reporting incident)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Pastor)

Date: \_\_\_\_\_

**REPORT FORM – Part II**  
**SUSPECTED CHILD ABUSE:**  
**Follow-up Report**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Person Who Filed Initial Report: \_\_\_\_\_

Conclusions:

\_\_\_\_\_

\_\_\_\_\_

Action taken: (Including date and time)

\_\_\_\_\_

\_\_\_\_\_

ANY WORKER OR VOLUNTEER WHO HAS REASONABLE AND PROBABLE GROUNDS TO BELIEVE AND BELIEVES THAT A CHILD IS IN NEED OF PROTECTIVE SERVICES SHALL IMMEDIATELY REPORT THE MATTER TO THEIR SUPERVISOR WHO REPORTS THE ABUSE TO THE MOST SENIOR PASTOR. ANY SUSPECTED CHILD ABUSE MUST BE REPORTED TO THE DIRECTOR OF CHILD WELFARE SERVICES AND WILL BE REPORTED BY THE PASTOR. All information will only be viewed by those needing to know for purposes of processing this situation.

Signed: \_\_\_\_\_  
(Person reporting incident)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
+(Pastor)

Date: \_\_\_\_\_

**Incident Report Form**

To be developed by the Christian Education Committee and/or Committee Administering this Policy



## **SUGGESTED MINISTRY VOLUNTEER INTERVIEW FORM**

Have you completed the Ministry Volunteer Application Form for Ministries to Children? Yes   
No

Has anyone explained the types of children's ministries that we provide as a church and which might provide you with an opportunity for volunteer service? Yes  No

What prompted you to be interested in the ministry, which you identified on your Ministry Volunteer Form? (Indicate the ministry they showed interest in)

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Would you be willing to attend the training session associated with that ministry?  
Yes  No

Ask the potential volunteer to review their spiritual journey. Compare responses with those indicated on the Spiritual History of the Ministry Volunteer Application Form.

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On what date would you be available? \_\_\_\_\_

What is the minimum length of your commitment? \_\_\_\_\_

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## **MEDICAL RELEASE FORM**

Name: \_\_\_\_\_

Does your child have any severe allergies? (Bee stings, food, penicillin, other drugs, etc.) Yes  No  Please explain: \_\_\_\_\_

Does your child have any life-threatening allergies? Yes  No   
Please explain: \_\_\_\_\_

Is your child bringing any medication with him/her? (Antibiotics, ventilator, *Ritalin*, etc.)  
Please explain any instructions for staff regarding these medications. THE CHURCH AND ITS WORKERS AND VOLUNTEERS ARE NOT RESPONSIBLE AND DO NOT ASSUME ANY RESPONSIBILITY FOR MONITORING AND ENSURING THAT A CHILD PROPERLY TAKES HIS/HER MEDICATION.

Does your child have any physical, emotional, mental or behavioural concerns or limitations that your staff should be aware of? Yes  No  Please explain: \_\_\_\_\_

Check if your child currently, or within the last three months, has had any of the following:

- |                                       |  |   |  |
|---------------------------------------|--|---|--|
| <input type="checkbox"/> Appendicitis | <input type="checkbox"/> Ear infection | <input type="checkbox"/> Hay Fever        | <input type="checkbox"/> Mumps               |
| <input type="checkbox"/> Asthma       | <input type="checkbox"/> Epilepsy      | <input type="checkbox"/> Hepatitis        | <input type="checkbox"/> Severe Stomach Ache |
| <input type="checkbox"/> Bedwetting   | <input type="checkbox"/> Diabetes      | <input type="checkbox"/> Measles (Red)    | <input type="checkbox"/> Sinusitis           |
| <input type="checkbox"/> Chickenpox   | <input type="checkbox"/> Fainting      | <input type="checkbox"/> Measles (German) | <input type="checkbox"/> Tonsillitis         |
|                                       |  |   | <input type="checkbox"/> Other               |

Date of last Tetanus Shot: \_\_\_\_\_

Your child will be cared for as if he/she were our child. Every precaution is taken for the safety and good health of your child, but in the event of accident or sickness, First Baptist Church, its' staff, and its' volunteers are hereby released from any liability.

In the event that your child requires special medication, x-rays or treatment, the parents will be notified immediately.

In case of surgical emergency, I hereby give permission to the physician selected by First Baptist Church to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child as named above.

Your child must be covered by Provincial Health Insurance or equivalent medical insurance.

Alberta Health Care Number: \_\_\_\_\_

Name of Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

## **DAY OR OVERNIGHT PERMISSION SLIP**

I give permission for my child \_\_\_\_\_, to take part in the following event:

EVENT: \_\_\_\_\_

LOCATION(s): \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

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

I further agree that **First Baptist Church, Olds** shall not be held harmless in the event of accident or injury, and, in that regard, I understand and agree **First Baptist Church, Olds** disclaims any and all liability in the unlikely event of injuries sustained in connection with this event.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: (work) \_\_\_\_\_ (home) \_\_\_\_\_

## **CHILD MINISTRY VOLUNTEER POSITION APPROVAL** **FORM**

(To be overseen by ministry leader) Re: \_\_\_\_\_  
(Name)

1. Ministry Volunteer Application Form:

Date Received: \_\_\_\_\_  
Reviewed By: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_

2. Interview (when deemed necessary):

Interviewed by: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

3 Interviewer's comments:

\_\_\_\_\_  
\_\_\_\_\_

4. Criminal Records Check: \_\_\_\_\_ Date Completed: \_\_\_\_\_

5. Criminal Records Check: \_\_\_\_\_ Date Completed: \_\_\_\_\_

6. Completed Program Training: \_\_\_ Date Completed: \_\_\_\_\_

7. Christian Education Committee Review Date: \_\_\_\_\_

8. Approved? Yes  No

## **SUGGESTED CHURCH REFERENCE CHECK**

### **Suggested 'Script' for Telephone Follow-up**

#### **Screening Applications:**

Hello, this is \_\_\_\_\_. I serve on the Children's Ministries Committee of First Baptist Church in Olds. Like many churches today, we have a screening policy for all of the people who volunteer to work with our children in Sunday School and other programs. I am calling your church because \_\_\_\_\_(name of applicant) has applied to work in our \_\_\_\_\_ Ministry.

1. His/her application form says that he/she had attended your church in \_\_\_\_\_ and they indicated they were involved in: (name type of ministry) \_\_\_\_\_

Can you verify this information? Yes  No

2. How long have you know him/her? \_\_\_\_\_

3. Have you ever worked together with this person in ministry? Yes  No   
Please specify: \_\_\_\_\_

4. What characteristics/gifts would enable this person to fulfill the position at our church? \_\_\_\_\_  
\_\_\_\_\_

Explain: \_\_\_\_\_

5. Would you have any reservations about \_\_\_\_\_ working with children? (If there are reservations, note them on the form)

6. Additional comments regarding suitability for ministry? \_\_\_\_\_

7. Do you affirm this person for ministry? Yes  No

*Appendix J*

**Record Keeping Sign-In Form**

To be developed by the Christian Education Committee and/or Committee Administering this Policy



*Appendix K*

## Prospective Children's Ministry Letter

Dear \_\_\_\_\_

Thank you for your interest and desire to serve our Lord at First Baptist Church, Olds.

The church has a spiritual and moral responsibility to provide a secure environment for those participating in its programs. To meet this objective, we are required to screen those to whom we entrust the care and nurturing of our children, youth and developmentally disabled persons.

In order to fulfill this task, we need you to complete the enclosed Church Ministry Personnel forms. These forms will be reviewed by the Policy Administrative Committee and ratified by the Christian Education Committee.

Forms to complete and return:

- *Code of Conduct for Child Ministry Workers (Appendix L)*
- *Statement of faith (Appendix M)*
- *Children's Ministry Volunteer Profile (Appendix N)*
- *Release of Information and Declaration of Intent (Appendix O)*
- A *Criminal Record Check* from your local police department. This check will be performed free of charge by the RCMP (5110 – 65<sup>th</sup> Ave, Olds). Simply go in to the office with two pieces of picture ID (a drivers licence , if applicable) and let them know that you are volunteering to work with children here at the church and that we require this check to be done in accordance with the Child & Volunteer Protection Policy at the Church. Drop off your form and ask when the check will be completed. In most cases, the RCMP are conducted once a week (currently Wednesday). If you have any questions regarding the need for this check, contact Pastor Paris at the church and he would be happy to discuss any concerns with you.
- As well we are also requiring a Social Services check. This check will be performed free of charge by the Social Services Office.(4905 – 50<sup>th</sup> Ave., Olds). Simply go in to the office with two pieces of picture ID (a drivers licence , if applicable) and let them know that you are volunteering to work with children here at the church and that we require this check to be done in accordance with the Child & Volunteer Protection Policy at the Church. The Social Services check may take a few days. They will let you know when it is ready. If you have any questions regarding the need for this check, contact Pastor Paris at the church and he would be happy to discuss any concerns with you.

Please return the completed forms as well as the Criminal & Social Service Record Checks to Pastor Paris Perry.

If you have any questions or concerns about these forms, or this process, please contact one of the C.E. Committee Members, the pastors, or a member of the Board of Deacons.

In Kingdom Service,

## **CODE OF CONDUCT FOR CHILD MINISTRY WORKERS**

Believing that God is calling me to serve children or youth in this congregation...

My first priority in teaching/supervising/leading children or youth will be to seek the welfare of the children/youth physically, socially, educationally, and spiritually.

I will also try to understand and respect the child's/youth's cultural background.

I will be prepared to give the parent(s) full information about the program I am teaching/supervising/leading and what time it begins and ends.

I will not do anything that will damage a child's/youth's trust. I will try to protect the child/youth from all forms of abuse while he/she is in my care.

If I suspect the child/youth may be hurt by the abusive actions or attitudes of another person, I will report the suspicion to the responsible person so that it can be investigated properly.

I will answer a child's/youth's questions openly and honestly.

I will pray for each child/youth regularly and let them know that I care about them.

I will participate in seminars offered by First Baptist, Olds, offered for the purpose of educating workers in child protection and abuse issues.

I am not under investigation and have not been convicted of an offense involving sexual or physical misconduct with anyone.

DATED on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Child Ministry Worker Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

## **STATEMENT OF FAITH**

### **First Baptist Church, Olds**

Basing our faith wholly on the Lord Jesus Christ for our salvation, believing in the teaching of the Word of God, and in those great distinctive principles set forth herein; namely, we believe in:

- The pre-eminence of Christ as our divine Lord and Saviour and in His personal return.
- The divine inspiration of the Bible, accepting in their entirety the writings of the Old and New Testaments in their original manuscripts, as the very Word of God; and therefore all-sufficient as the ultimate authority for Christian faith and practice.
- One God, and only one, who is self-existent, eternal, and infinite in every excellence, and who has revealed Himself in the Trinity as Father, Son, and Holy Spirit, the same in essence though distinct in personality.
- Receiving salvation through grace, that it is the free gift of God, through the death and resurrection of Christ, not by any virtue of works of man, but received only by personal faith in Jesus Christ.
- The right of private interpretation and the competency of the individual soul in direct approach to God.
- The absolute separation of Church and State.
- The two scriptural ordinances of baptism in the name of the Father, Son, and Holy Spirit, by believer's baptism only, which we practice by immersion, and the Lord's Supper as a memorial communion for the redeemed.
- The complete independence of the local church and its inter-dependence in associated fellowship with other Baptist churches.
- The personality of Satan as the enemy of God and adversary of man.
- The spiritual unity of all believers, for which the Master so earnestly prayed.
- A world-wide program of missionary fervor and evangelism in obedience to the final command of Jesus.

We therefore band ourselves together as a body of believers in Jesus Christ.

## Statement of Faith Agreement

I have read and whole-heartedly support First Baptist Church's Statement of Faith.

\_\_\_\_\_

(Name Printed)

\_\_\_\_\_

(Signature)

I have read the Statement of Faith and agree not to teach doctrine which is contrary to the doctrine of the church in my teaching ministry at First Baptist Church. However, I cannot whole-heartedly agree with the Statement of Faith for the following reason(s): (Please state your personal belief(s) which differ(s) from the Statement of Faith and provide scriptural support.)

\_\_\_\_\_

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\_\_\_\_\_

(Name Printed)

\_\_\_\_\_

(Signature)

## **CHILDREN'S MINISTRY VOLUNTEER PROFILE**

Prepared by  
Child Protection Policy Committee  
First Baptist Church, Olds, Alberta

Please feel free to use the back of the last page of this form or another piece of paper, if you need extra space to answer any of the questions.

### **Personal Information**

Full Name: \_\_\_\_\_ Male  Female

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

Is your FAMILY supportive of your ministry involvement? If not, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Spiritual History**

How long have you attended First Baptist Church, Olds? \_\_\_\_\_

Do you regularly attend (2 or more services a month)? Yes  No

In a brief paragraph, please outline your spiritual journey: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Churches I attended in the last five years are as follows:

1. Name of church: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Member or Adherent \_\_\_\_\_

2. Name of church: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Member or Adherent \_\_\_\_\_

3. Name of church: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Member or Adherent \_\_\_\_\_

### **Ministry Information**

Area of ministry you are interested in: \_\_\_\_\_

Would you be interested in any training opportunities that may come available for this position? Yes  No

Appendix N Cont'd...

If you have received training already please specify: \_\_\_\_\_

Would you be interested in discovering your spiritual gifts? Yes  No

If you already know your spiritual gifts please list what they are: \_\_\_\_\_

Check all of the ministry positions listed below in which you have previous experience; and circle those that interest you (no experience necessary).

**Teaching**

- Preschool
- Grade 1 – 3
- Grade 4 – 6
- Youth
- Adult

**Helping**

- Baby-sitting
- Nursery
- Preschooler
- Children Gr. 1/6
- Youth Worker

**Other**

- Music – instrumental
- Music – vocal
- Storytelling
- Crafts
- Games

Other Experience (specify) \_\_\_\_\_

Please list the name(s) of the church(s)/organization(s) where you gained the experience: \_\_\_\_\_

Is there anything else you would like to tell us about yourself? (hobbies & interests etc)

As we try to assist you in ministry, is there any physical condition that might hinder you from performing certain types of activities, that you would like us to be aware of? If so, please explain: \_\_\_\_\_

## **RELEASE OF INFORMATION AND DECLARATION OF INTENT**

I hereby give \_\_\_\_\_ permission to contact persons named as references to ascertain my suitability for volunteer ministry. I AUTHORIZE ANY REFERENCE OR CHURCHES LISTED IN THIS APPLICATION TO GIVE YOU ANY INFORMATION THEY MAY HAVE REGARDING MY CHARACTER AND FITNESS FOR CHILDREN'S WORK. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I understand that if my character or morals should be inappropriate and/or criminal at any time during my volunteer service, First Baptist Church will be entitled to terminate my assistance without expressed cause or prior notice regardless of any other oral or written statements by First Baptist Church prior to, at, or following the date of volunteer service.

I understand that First Baptist Church is responsible for the welfare of any person or persons entrusted to my care, and thus, I will cooperate fully with the staff in the fulfillment of my duties. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of First Baptist Church (see Statement of Faith) I will gracefully and quietly resign my volunteer position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines, and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.

I hereby acknowledge that the information contained in this application for volunteer ministry is correct to the best of my knowledge.

Applicant's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Witness' Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
(Not a family member)