

FRIEDENS UNITED CHURCH OF CHRIST

Ministry Application for Working with Minors

Date: _____/_____/_____

Note: This form is to be completed by all applicants (volunteer and employee) for any position involving supervision or custody of minors. This application is used by Friedens United Church of Christ to help promote a safe environment for the children and youth who participate in our programs or use our facilities. The information provided will be kept confidential and used only by authorized personnel.

Any applicant who has ever been convicted of child sexual abuse, physical abuse, or domestic violence should not volunteer service in any church-sponsored activity or program for children or youth. Applicants with criminal records of other types will be evaluated at the discretion of church leaders.

Any applicant who is a survivor of childhood sexual or physical abuse needs the love and acceptance of the Friedens United Church of Christ family. Applicants who have such a history should meet with a Pastor to discuss their desire to work with youth.

Please answer each question.

Consistent with relevant law, the information on this application will not be disclosed to unauthorized persons. Circle **Y** for yes or **N** for no. You may use the back of the paper for explanations or you may attach extra pages.

Applicant Identification

Name _____
Last First Middle

Y N Have you used any other names? If yes, please list complete name and dates of use on the reverse side of this application.

Present Address _____
Street City State Zip

Home Phone (____) _____ Work Phone (____) _____

What age of children/youth work do you prefer? _____

On what date would you be available? _____

Disciplinary and Legal Background

- Y N** As a church youth worker, do you agree to observe all guidelines and policies regarding working with youth or children?
- Y N** Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer “yes” if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. If you have been convicted of such an offense, please attach a statement of explanation, including nature of offense, date, court where conviction was entered, and any other relevant information.
- Y N** Have you ever been charged with a sexual offense, offense relating to children, or crime of violence? If you have been charged with such an offense, please attach a statement of explanation, including nature of offense charged, date, law enforcement agency making the charge, and any other relevant information.
- Y N** Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children? If so, provide a description of the circumstances and name and address of the entity receiving the report.
- Y N** Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination, or other organization? If so, please describe the circumstances and provide the name and address of the church, denomination, or religious organization involved.
- Y N** Have you ever been disciplined or dismissed from employment or a volunteer position by any employer, including charitable and religious organizations, following an allegation of sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct? If so, please describe the circumstances and the name and address of the employer, or charitable/religious organization.
- Y N** Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, or other immoral behavior or conduct, involving adults or children? If so, please describe the circumstances and provide the name and address of the employer, educational institutions, church or other organization where the lawsuit, investigation, or allegation arose or occurred.
- Y N** Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you, including but not limited to a license to provide child care or similar services?

Y N Have you have been the subject of any disciplinary action, transfer, or dismissal, or been named as a defendant in a civil or criminal lawsuit, as a result of an accident or mishap involving children? If so, please describe the circumstances and provide the name and address of the employer, church, or organization with which you and/or the children were associated at the time of the incident.

Y N Do you have any investigation, review or disciplinary action pending by an employer, organization in which you volunteered, licensing authority, or professional association for sexual misconduct, violence, or misconduct involving children?

Y N Were you abused as a child? *Answering yes will not automatically disqualify an applicant for children or youth work.*

References Please give one reference involving a past or present employer, a past church you have attended, and one personal reference. If you do not have a reference for a particular category, then you may give another reference of a different kind so long as there are three references.

<i>Name</i>	<i>Address & Telephone</i>	<i>Years Known/Relationship</i>
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Applicant's Statement

I hereby authorize all employers, organizations, churches, and other entities and persons identified in this form to release any information contained in their files or records concerning me. I SPECIFICALLY AUTHORIZE THE RELEASE OF CRIMINAL RECORDS FROM THE INDIANA STATE POLICE AND OTHER LAW ENFORCEMENT AGENCIES.

In consideration of the receipt and evaluation of this application by Friedens United Church of Christ, I hereby release Friedens United Church of Christ and any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

I understand and agree that it is critical to the mission and ministry of Friedens United Church of Christ that all employees and volunteers conform to the highest standards of safety and protection, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with Friedens United Church of Christ ministry policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal

relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal, or disciplinary action, all in the discretion of the church.

My responses above are truthful and accurate. I understand and agree that if they are not truthful and accurate, Friedens United Church of Christ may determine that I am no longer qualified to be associated with its programs as a church worker, employee, or volunteer in any capacity.

Applicant's Signature _____ Date _____

Print Name _____

Witness _____ Date _____

To be witnessed by a church staff member

Guidelines to Help us Create a Safe and Welcoming Environment – May 2011

In order to volunteer* with Friedens children's ministries or youth ministries, an individual shall:

1. Be committed to Friedens' mission, vision, and values.
2. Meet with one of the pastors and/or a member of the Christian Education Ministry Team before volunteering.
3. Complete a free background check through the church.
4. Participate in group trainings when possible.
5. Talk to children with positive, encouraging, uplifting words and tone of voice.
6. Ask questions and get help before a situation escalates. We all need help. We work better as a team than alone.
7. If an unusual or difficult incident occurs, please notify one of the pastors and/or a member of the Christian Education Ministry Team.
8. Follow the standards below-
 - a) Individual adult mentors should be the same gender as the child or youth being mentored.
 - b) When youth and adults are meeting one to one, parental permission must be given beforehand. The youth and adult should meet in a public place.
 - c) When groups of children or youth are gathered for church activities, they should be supervised.
 - d) Physical contact such as hugs should be initiated by the child or youth. Adults are responsible for responding appropriately (i.e. side hugs, limiting touch to high fives or a pat on the back or shoulder).
 - e) When a child needs assistance with bathrooming, keep doors ajar and stand in the hallway when possible.

*Volunteering includes driving to events, hosting events, and serving as a helper or leader of youth ministry programs or individual activities. No background check is required for people to attend all-church events led by the children's ministry or the youth ministry if the attendees are not serving in a leadership role (examples: coming to watch the talent, coming to the Christmas Eve Worship Service, coming to hear the confirmation presentations or mission trip presentations).