

Protect Your Child



CHILDREN'S MINISTRY





Protect Your Children

By Connie Bueter

adapted from "Child Protection and Safety Issues" at
"Children's Ministry in High Definition,"
the 2007 Promiseland Conference Workshop

Children's safety is no doubt at the top of any children's ministry leader's list of important issues. However, many are unsure how to implement effective safety measures to protect their children. This download will help you determine how your ministry should evaluate, select, and train leaders in order to provide a safe environment for your children and to protect your church from unnecessary embarrassment, pain, and lawsuits.



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Goal:

To learn how to implement an effective child protection program.



AND



How to Use “Protect Your Children”

Welcome to BUILDING CHILDREN'S MINISTRY. You've purchased a resource that draws from the experience of children's ministry leaders at Willow Creek Community Church. Through these materials, your ministry team will gain insight and practical tips gleaned from years of innovation and experience in children's ministry.

BUILDING CHILDREN'S MINISTRY works when you want, where you want, and the way you want. Whether you want to inform your ministry's leadership or train your volunteers, BUILDING CHILDREN'S MINISTRY materials are completely flexible and easy to use.

You probably already have regularly scheduled meetings or training huddles with your children's ministry team. BUILDING CHILDREN'S MINISTRY fits easily into what you're already doing. Here's how to use BUILDING CHILDREN'S MINISTRY at the beginning of such a meeting:

1. **Select a handout.** Suppose, for example, you want to know how to screen volunteer applicants. You would select “The Screening Process.”
2. **Print and photocopy the handout.** Photocopy as many copies of “The Screening Process” as you need—you do not need to ask for permission to photocopy any material from Building Children's Ministry (as long as you are using the material in a church or educational setting and are not charging for it).
3. **Prepare for discussion.** We recommend you read the material and any relevant Scripture passages listed on the material.
4. **Lead the discussion.** Most handouts can be read within five minutes. After you have allowed time for reading, begin the discussion by asking one of the provided questions, or move your team through the following questions:
 - “Why are these principles important for successful ministry?”
 - “How well does our ministry currently incorporate these principles?”
 - “What one or two practical things could we do in the next year to improve in this area?”

Pray

Pray that God will give you wisdom as you seek to protect your children, leaders, and church.

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The Child Protection Program

Discover why safety is so important.

Matthew 18:1–10

When you hear the words “Child Protection Program” you may think that it is a program designed to protect children. That’s true, but it’s much more than that. It’s a way to protect your kids, volunteers, staff members, and church. It’s a way to make sure you have the right leaders in place. It ensures that you will not only screen, but also train and supervise your leaders and volunteers to ensure safety for all.

Why Do Churches Not Have a Protection Program?

Reasons for not having a Child Protection Program are numerous. Consider some of the following excuses for why some churches don’t have a CPP.

- It takes too much time.
- It’s too costly.
- You have to ask embarrassing questions of your volunteers.
- There are too many privacy issues.
- Everybody knows everybody, so it’s not an issue.
- It will discourage people from volunteering because they don’t want the hassle or don’t want the church to know about past issues.

Sure, these are valid concerns; but none of them outweighs the benefits of having a Child Protection Program.

Why Have a Child Protection Program?

There are many reasons to have a Child Protection Program, the most important of which is because Jesus wants us to care for children. He told us in Matthew 18:1–10 that children are extremely important.

It’s also important to have a Child Protection Program in order to give the church and your leaders legal protection. Having specific measures in place will protect not only your children, but also your volunteers and staff as well.

Enlist a Team

In order to best protect your children and your church, you will need to put together a team of people. In most churches, you’ll be able to find people within your congregation who are willing to volunteer their services. Take advantage of the gifts God has given to the members of your church. The following people will be of great assistance in your Child Protection Program:

- **Someone who is very knowledgeable about children’s ministry**—This may be you, the children’s minister, or another staff member or volunteer. This person will be able to think of situations that can arise in the children’s ministry setting that will need to be addressed.
- **Legal counsel**—This person will be able to look over your documents and procedures from a legal angle. Different states have different laws concerning some of the issues you’ll be facing, so find someone who knows those laws and can guide you in the right direction.

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- **A social worker and/or psychologist**—This volunteer will come in handy when you have a potential volunteer with a mental illness. A professional will be able to tell you if that person can safely fulfill the role he or she wants to fill in your ministry.
- **Someone who can think like a criminal or mentally ill person**—This may sound strange, but it's extremely important. This person can think of scenarios or situations that might be unsafe for your kids, and that the typical churchgoer would never imagine.

Discuss

1. *Why does our leadership team think child protection is important?*
2. *Why does our church have or not have a Child Protection Program?*
3. *Who are some specific people we can ask to be on our Child Protection Team?*

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HANDOUT #1

Program Considerations

Learn the nuts and bolts of child protection and safety.

Psalm 140:1–2

There are many considerations to take into account to make sure you create the best possible Child Protection Program for your church and ministry.

Determine Red Flags

You'll need to figure out what kinds of things to screen for. Decide what your main red flags will be when screening. Here are some things to watch out for:

- Reason for volunteering—Does this person appear to have a God-given passion for working with kids, or is he or she just filling a spot?
- Family history—Has the person dealt appropriately with past abuse or other negative family situations?
- Past accusations of inappropriate behavior—A conviction of inappropriate behavior toward children is definitely a red flag. That person would be better suited for a ministry to adults. However, any accusations of inappropriate behavior can be a red flag, especially if there have been repeated accusations.
- Mental illness—A diagnosed mental illness does not automatically disqualify a person from service, but it may limit the positions that person can fill, depending on the condition and its severity.
- Addictions—Does the person have any current or past addictions to things such as alcohol, drugs, gambling, or self-inflicted physical problems such as anorexia, bulimia, or cutting? If so, a good rule of thumb is to require that the person has been “clean” for at least a year before volunteering with children.

Create Documents

Decide which forms of documentation you will need. This is where legal counsel will come in handy. You will need to create documents for applications, background check releases, reference checks, interview questions, and so on. These will be discussed in greater detail in the next section.

Determine Division of Duties

Churches are often tempted to put just one person in charge of child protection, and that person is solely in charge of reading applications, conducting interviews, checking references, and so on. While it may seem that this would be a good idea, it most likely is not, for these reasons. What if a potential volunteer is a friend or related to that person? What if that person continually misses a vital aspect of the screening process? Also, having more than one person involved in the process prevents burnout and takes the pressure off of that one person, especially if problems crop up in the future.

Decide How to Protect Confidential Documents

If you are asking for Social Security numbers, criminal history, background information, mental health issues, and so on, those documents need to be kept absolutely confidential in order to protect your volunteers from identity theft and embarrassment and your church from lawsuits. Decide how you will protect that information, who will see it, where you will keep it, who will have the key, and so on.

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Also consider keeping those documents indefinitely (some state laws even require this), in case something comes up in the future concerning accusations toward a volunteer you have today. For instance, if someone comes forward in 20 years and says one of your workers abused him or her as a child, the church will be able to pull out documentation that shows there was no reason for the church to be concerned about that person or to keep them from volunteering. It also works the other way. If a rejected volunteer accuses the church of racial or sexual discrimination, you can provide documentation showing the true reason the person was not allowed to volunteer, such as a mental illness or past criminal offense.

Other Considerations

There are many other considerations to take into account in a Child Protection Program. Here are some questions to consider:

- If a person isn't appropriate for the position they applied for, can they fill a different position in the ministry or church?
- How many levels of screening will you have? Is it the same for a full-time Sunday morning volunteer as it is for a one-time volunteer for an event?
- Will you allow one-on-one situations between a leader and a child? How will you handle those situations?
- Will you allow sleepovers at a leader's house? If so, under what conditions?
- What types of things does your church's insurance policy cover? Does that affect your ministry regulations? Do you need more insurance?

Discuss

1. *Are there any red flags we can add to the list?*
2. *Which documents do we need?*
3. *How do we protect confidential information? What might we need to change about our current process?*

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HANDOUT #2

The Screening Process

Find out how to screen potential volunteers.

1 Timothy 3:1–7

There are several steps in the safety screening process, and sometimes it might seem convenient to skip some of these steps. However, consider the safety of your children above the time and financial resources it will take to screen your volunteers properly.

Applications

The first part of the screening process is application. There may be a fear that some things are illegal to ask on an application. If the application is for employment, this is true. But anything can be asked of potential volunteers. Consider this list of suggested inclusions in a volunteer application. You may also wish to refer to the sample application on pages 10–12.

- **Explanation**—Tell your potential volunteers why you require the application process. Explain your dedication to ensuring the safety of your kids and volunteers.
- **General Information**—This should include the applicant’s address, phone number, Social Security Number (this is required for a background check), family situation, experience working with kids, and reason for volunteering. You need to carefully examine the person’s reason for volunteering. Simply saying, “I love kids,” is not sufficient. Why? Pedophiles love kids. You need to dig deeper into why this person wants to volunteer in the children’s ministry instead of another area.
- **Employment History**—Seeing an applicant’s job history can reveal some things about the person’s stability and sense of responsibility. However, don’t discount a person just because he or she has had four different jobs in the past five years. There may be a perfectly reasonable explanation. Questions can be addressed during reference checks and the personal interview.
- **Previous Addresses**—Again, this can reveal stability and consistency issues, but be careful.
- **References**—Do not accept an application unless the applicant has fully filled out the reference information. You may need to help the person think of people to use, such as co-workers, neighbors, and fellow club members.
- **Personal Situations**—This section includes family history, addictions, mental illnesses, criminal convictions, and accusations of harming a child.
- **Applicant’s Statement**—The final portion of your application should include a statement of legal protection for your church and ministry in case of a lawsuit, as well as the applicant’s approval for the church to conduct criminal background checks. You must get a signature.
IT IS ILLEGAL FOR A CHURCH TO CONDUCT A BACKGROUND CHECK WITHOUT THE PERSON’S WRITTEN PERMISSION.

Reference Checks

Once you have a list of references, it’s time to start calling them. It is suggested that you call instead of write or email. People will be more likely to divulge the kind of information you’re looking for over the phone than in an email or letter. Also, when you talk to someone you can check for pauses, tone of voice, and other cues that can help you assess the situation better. See the sample Reference Check and Standard Operating Procedures on pages 13–15. These are guides to help ensure you ask all of the

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pertinent questions. You may wish to add to this list, and don't feel like you need to stick to the script. Follow-up questions to a comment are sometimes the best way to get the most helpful information.

Let the reference know that his or her answers will be kept confidential. If any reference information needs to be divulged to an applicant, keep the source anonymous. In addition, reference notes should never be given to applicants who ask to see their files.

Interviews

Personal interviews with applicants should be in-person. This allows you to watch body language, which can tell you a lot about the person. Watch for reactions to specific questions, such as sitting up straight when asked about family history, fidgeting when answering questions about employment history, and so forth. Check for consistency between what they say now compared to what they said in the application and what the references said about them. Refer to the Child Protection Interview Questions on pages 16–17 for an interview outline. Again, interview notes should never be provided to the applicant.

Background Checks

Determine which potential volunteers need background checks. Do not determine this by what you found in the rest of the screening process, but by what the person's position will be. Decide if you will check every person who ever volunteers, even if that person only helps out for an hour at one event, or if you will only do it for certain positions.

Check criminal history for each state the person has lived in, as well as the national database. Know that you will most likely only be able to find out misdemeanor and felony convictions, which won't include accusations or dropped charges, and sometimes don't include sexual offenses and DUIs. Each state is required to keep a database of sexual offenders, however, which should be available online.

If you find a previous conviction that was not revealed during the previous steps of the screening process, there should be cause for alarm, even if the offense would not affect the person's volunteer status. Determine whether the person purposely hid the information from you, or if they truly forgot about that minor offense 40 years ago when they were in college. It is up to you and your church's leadership to determine how to address any issues that come to light from a background check.

Discuss

1. *What might we need to add to our screening process?*
2. *What is one new thing we each learned about the screening process?*
3. *Why do we do (or not do) background checks on our volunteers? Do we need to change our policy?*

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Maintaining Safety

Consider how to keep your children and volunteers safe on a daily basis.

Luke 6:40

Once your volunteers pass the screening process, your work is not done. It's important to train and supervise those volunteers to ensure you have a safe environment for both kids and workers.

Training

You need to train your volunteers to keep your kids safe, but what should you cover in the training?

- How to spot potential abuse
- What is appropriate and inappropriate touch
- Acceptable discipline procedures
- Your bathroom policies for different age groups

There are several ways to train people. You can send home information packets and/or video presentations. You can create a web-based training that includes quizzes. Or you can train volunteers in person. There are pros and cons to each of these options. You don't know if people really read or watch the things you send home with them, but it doesn't cause scheduling problems. Internet training can be tracked, but you may not have the capability to produce web training. In-person trainings present a time and scheduling challenge, but you can ensure people have heard the information. It's up to you, but when it comes down to it, your training will be as good as you make it, regardless of which option you choose.

Supervision

Who should supervise your volunteers? Ministry leaders? Room leaders? Other volunteers? Yes, yes, and yes. As people work together, they have a chance to observe each other's actions. Make sure your volunteers know they are accountable to each other, both inside and outside the classroom. Kids also make good unofficial supervisors, as well. Their physical and verbal responses to their leaders will tell you a lot about how that leader is doing.

Reporting

What is your church's policy on reporting suspected abuse? What are your state's reporting laws? Carefully consider your policies and make sure they are up to the standards of your state and of your Lord. Reporting abuse that will convict a fellow church member or friend may be difficult, but children must be protected, and if they can't find that protection at church, where will they find it?

When investigating potential abuse, make sure to do so with consideration to everyone involved. Talk with your safety team and have someone carefully speak with the child. Don't negate the child's emotions, but try to keep your own emotions out of the situation, because they can get in the way of evaluation. Also let the child know that what they say might not be kept confidential. It is also imperative that church leaders know of the situation so it can be handled in an appropriate way within the church and with the authorities.

Discuss

1. *What type of training will work best for our ministry?*
2. *What will we include in our training?*
3. *What are our reporting policies? Do they need to be revisited? Why or why not?*

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Our Organization

Confidential Protection Services Application

Purpose:

To enable our organization to carry out our mission while safeguarding minors, and the people who interact with them, from abuse or accusation.

Values of the Program:

1. Protect our minors
2. Protect our adults
3. Protect our departments
4. Protect our organization

Explanation

This application will be asking some very personal and private questions. It is our intention to find out more about the people who we are entrusting with minors. The information contained in this application will be treated with the utmost of confidentiality and respect. We have mandated strict criteria for the treatment and storage of Confidential Documents. At all times, these documents will be stored under a double locked system (in a locked file cabinet located in a locked office). No one will have access without proper authorization.

The questions contained herein are not designed to offend or to pass judgment, but rather create an environment where a person's past will not hinder the organization in carrying out their goals in a safe, fun and productive way. If you are a person who must answer affirmatively to any of the personal questions on the following pages, we may contact you for a personal interview. Please be assured that this does not necessarily preclude you from ever working or volunteering with youth.

This application is to be completed by all applicants for any position (volunteer or compensated) involving interaction with minors. This is **not** an employment application.

General Information

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Email Address _____

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

Date of Birth _____ Social Security # _____

Are you: Single Married Separated Divorced Widowed

Do you have children? No Yes If yes, how many? ____ Ages _____

I have chosen to work in this department because:

List all previous work involving youth during the past 10 years. Include dates of work, organization's name and location, and work performed.

Employment History

Present Employer _____

Supervisor _____

Address _____

City _____ State _____ Zip _____

Position(s) Held _____ Full-Time _____ Part-Time _____

Employment: Starting date _____ Ending date _____

If you have been employed at this position less than 2 years, provide information on each job during that period.

Employer _____

Supervisor _____

Address _____

City _____ State _____ Zip _____

Position(s) Held _____ Full-Time _____ Part-Time _____

Employment: Starting date _____ Ending date _____

Appendix

Previous Addresses

If you have lived at your current address for less than 7 years, provide information on all addresses during that period.

Address _____
 City _____ State _____ Zip _____
 Dates _____

Address _____
 City _____ State _____ Zip _____
 Dates _____

Address _____
 City _____ State _____ Zip _____
 Dates _____

References

List three people who you know who meet the following criteria:

1) Is over 18 years old, 2) Is not related to you, 3) Has seen you around minors, 4) Has known you for more than 1 year, and 5) Has a definite knowledge of your character.

ONE

Name _____ Nature of Association _____
 Occupation _____ Length of Time Known _____
 City and State of Residence _____
 Home Phone (_____) _____ Work or Cell Phone (_____) _____

TWO

Name _____ Nature of Association _____
 Occupation _____ Length of Time Known _____
 City and State of Residence _____
 Home Phone (_____) _____ Work or Cell Phone (_____) _____

THREE

Name _____ Nature of Association _____
 Occupation _____ Length of Time Known _____
 City and State of Residence _____
 Home Phone (_____) _____ Work or Cell Phone (_____) _____

REFERENCE CHECK

Applicant Name: _____ Date of Interview: _____

Name of Reference: _____ Phone Number: (____) _____

Interviewer's Name: _____ In Person: _____ By Phone: _____

Qualify the Reference: _____

Social Interaction / Emotional Maturity: _____

Interaction with Children: _____

Responsible to Commitment: _____

Social Issues: _____

Criminal Offenses: _____

Trustworthy with Children: _____

Other Comments:

Standard Operating Procedures for Child Protection Reference Checks

Preparation

Before calling references, it is always best to begin with prayer. Thank God for sending potential volunteers, ask for discernment during the screening process and to do his will for the betterment of his Kingdom.

Identify Yourself

Introduce yourself and give the name of your organization. Let the person know that you got his or her name as a reference from a friend/co-worker/babysitter/neighbor/etc. People like to hear that they have been chosen and most are flattered. If this type of positive response is not heard from the person, this may be your first clue that there is something to listen for in the way of possible concerns.

Explain that your applicant is looking to serve in the ABC Ministry. As such, will be working with youth and that your church does background checks on people who are placed alongside youth. Ask them if they have a few minutes to answer a few questions.

If leaving a message, give your name and the organization you are representing. Tell the person that he or she has been given as a reference, however, do not leave the name of the applicant on the answering machine for privacy reasons.

Qualify the Reference

Ask how the person knows the applicant. Specifically, how many years and what type of relationship they have, i.e.: neighbors, casual friendship, small group members, work together, etc. If they work together, ask if they see each other socially also. If they used to be neighbors or used to work together, ask if they are still in contact and how often. To determine the depth of the relationship, listen for things like “we’re in a small group (or Bible study) together”, “he was the best man in my wedding”, “I only talk to her at work”, “I see him at church sometimes”, and note this.

Social Interaction/Emotional Maturity

Ask the reference to describe how the applicant interacts with people (of any age) socially. In other words, what is the person like when he or she relates to others? Be careful not to lead, prompt or give examples. Reassure the reference that it is OK to pause and think. If the person seems unsure of how to begin, ask for some words (or phrases) that would describe the applicant or ask what the applicant is like around people. Let the reference pick out his or her own words. Don’t be afraid to ask the person to pause so that you can write it all down, that also gives the person time to think, too.

Remember, just because a reference is not very verbal, it does not mean that he or she is not giving a good reference. A good way to determine if the person is quiet or having a bad day versus being genuinely hesitant is to ask directly, “are you being hesitant?” or “is there something that you’re hesitating about?” or “I sense you hesitating”. Also, follow your gut feelings and instincts. Many times these are promptings that are wise to listen to. Keep in mind not to lead with words or phrases.

Interaction with Children

Ask if the reference has seen the applicant around children, whether his or her own children, the applicant’s, other friend’s, neighbor’s, relatives, etc. Then, ask the reference to describe what the applicant is like, how the applicant relates to kids and how the children respond back.

Occasionally, a reference will have seen the applicant around physically and/or mentally handicapped adults. This should be noted, since the patience or tolerance level required can be similar to that needed with children.

If the reference has not seen the applicant around children, note this and call additional references until contact is made with someone who has seen the applicant around children. Occasionally, an applicant must be called to get a reference that has seen him or her around children. If an applicant has only been around a family member's children, that family member may be called after other reference checks are done on the applicant's character.

Responsible to Commitment

Ask if the applicant is responsible to the commitments he or she makes. This may have already been answered if the reference has told you how reliable or responsible the applicant is. If a reference mentions that the applicant tends to over schedule, find out whether the applicant calls to reschedule or cancel or simply doesn't show up.

Social Problems and Criminal Offenses

These are two separate questions, however, they are handled in the same way. Ask specifically "are there any social issues that we should be aware of?" and "are there any criminal offenses that you are aware of?" If a reference has been giving a glowing report up to this point, these questions will probably be an emphatic negative, but don't assume anything.

If the reference seems to be hesitant, this would be a good time to give reassurance that it's safe to answer the question. People don't usually naturally say negative things. Sometimes they feel they are betraying the applicant by revealing negative personal information, or they may even be afraid that the information will get back to the applicant. This is the time to assure the person that the information will be kept confidential, that you very much appreciate honesty and that he or she is helping you do a better job in protecting your children. Accuracy in note taking, at this point, is particularly important.

When a negative response is given, particularly one that is lengthy or has been difficult for the reference to express, it is important to read back what has been written down. This will further assure the reference and put him or her at ease to know that he or she has not been misquoted.

Trustworthy with Children

Based on your conversation to this point, ask if the reference has children or grandchildren. If not, you may have the person imagine for a moment that he or she does. Then, ask if the reference would trust the applicant alone with his or her children/grandchildren.

Occasionally, a reference will say that he or she is unsure of leaving children alone with the applicant because they don't use sitters yet, don't know the applicant quite well enough, etc. However, he or she would feel fine with other adults around and for a short service time. This is not necessarily a negative reflection on the applicant as much as it is a personal issue for the reference.

If a negative reference has already been given, the question may need modification, such as "in light of what you have told me, would you feel comfortable with the applicant being around your child?" or "would you feel safe with this person serving at Church with your child's group?"

Other Comments

Ask the reference if he or she would like to add any additional comments or say anything else. Thank the person very much. If it has been a difficult reference to give, leave your name and number in case the person has further questions.

CHILD PROTECTION INTERVIEW QUESTIONS

NAME: _____ DATE: _____

(MM/DD/YY)

ADDRESS OR BIRTHDAY: _____

(FOR ID PURPOSES ONLY)

INTERVIEWER: _____ MINISTRY: _____

The standard interview questions are on the next page.

Yes answers below REQUIRE details about what happened and when, the person's life situation then, where he or she is at now, and the type and amount of healing that has happened. Please use the back or additional paper for more thorough responses.

1) Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other addiction; or has anyone ever suggested that you may have a problem with any of the above?

No Yes

2) Have you ever been arrested, convicted, or pleaded guilty to a crime?

No Yes

3) Have you ever been accused, charged, alleged to have or have you ever committed any act of neglect, abuse, molestation or battery of any child or adult? Or have you had any kind of a relationship with a minor that has brought sexual gratification to yourself?

No Yes

4) Have you ever been treated for a psychiatric disorder?

No Yes

5) Has there been any abuse in your family background with alcohol or drugs; or that was emotional, physical, or sexual in nature?

No Yes

If yes, what steps have you taken to minimize the impact that these issues will create for you?

Documentation is required.

- ⊙ How long have you been coming to First Church? _____ Since _____
- ⊙ What were the circumstances that brought you to First Church? _____

- ⊙ What is your church background? _____

- ⊙ When and how did you hear the salvation message? _____

- ⊙ How did you respond? _____ Yes _____ Not yet
- ⊙ Are you a member of First Church? _____ Yes _____ Not Yet
- ⊙ Tell me about your family growing up. (Father, Mother, Brothers, Sisters)

- ⊙ Tell me about yourself. Married? Children? Career? Hobbies/activities?

- ⊙ Have you served elsewhere in First Church? Where? How long? Likes/Dislikes about serving?

- ⊙ Why are you investigating this ministry for serving?

Additional Comments:

Additional Resources

Promiseland: Children's ministry curriculum from Willow Creek Association

 www.PromiselandOnline.com

Building Church Leaders: Leadership training resources from Christianity Today International

 www.BuildingChurchLeaders.com

Church Law Today: The most extensive online legal library specifically for churches and clergy, powered by Christianity Today International

 www.BuildingChurchLeaders.com

Church Volunteer Central: A subscription site from Group Publishing with resources designed to help you recruit, screen, and train volunteers

 <http://www.churchvolunteercentral.com>

Better Safe Than Sued, by *Jack Crabtree*. Outlines various legal matters to consider in your ministry. (Group, 1998; ISBN 978-0764420535)

Preventing Child Abuse: A Guide for Churches, by *Beth Swagman*. Describes how churches can prevent child abuse from occurring in their facilities. (Faith Alive, 1997; ISBN 978-1562123284)

Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church, by *Joy Thornburg Melton*. Outlines policies, procedures, and documents needed to protect your children. (Discipleship Resources, 1998; ISBN 978-0881772203)

Volunteer Recruitment, Interviewing, and Placement, edited by *Marlene Wilson*. Part 4 of the Volunteer Leadership Series explains how to put the right volunteers in place. (Group, 2004; ISBN 978-0764427480)

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1. The Child Protection Program
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3. The Screening Process
4. Maintaining Safety
5. Appendix: Sample Documents

Additional Resources