

# SAFE CHURCH PROGRAM

HARVEST CHRISTIAN CHURCH  
24400 WEST SEVEN MILE ROAD  
DETROIT MICHIGAN 48219  
313-532-0346

[www.harvest-christian.org](http://www.harvest-christian.org)  
[hcc@harvest-christian.org](mailto:hcc@harvest-christian.org)

## TABLE OF CONTENTS

Preface .....	1
Vision Statement .....	1
Applicability.....	1
Definitions .....	2
Oversight Responsibility.....	2
Selection and Screening .....	3-4
Supervision of Children and Youth .....	5-7
Reporting .....	7
Response.....	8-9
Response Plan for Unknown Persons on Premises.....	9

## ATTACHMENTS:

A – APPLICATION FOR SERVICE WITH CHILDREN/YOUTH MINISTRIES	10
B – REFERENCE FORM FOR ADULT VOLUNTEERS	12
C – INFORMATION FOR CRIMINAL RECORDS BACKGROUND CHECK AND AUTHORIZATION	13
D – SCREENING FORM FOR CURRENT STAFF; CHILDREN AND YOUTH WORKERS	14
E – APPLICATION FOR MINOR SEEKING TO SERVE WITH CHILDREN/YOUTH MINISTRIES	15
F – PARENTAL OR GUARDIAN STATEMENT	16
G – REFERENCE FORM FOR MINOR	17
CHILD/YOUTH ACTIVITIES INFORMATION SHEET	18
PERMISSION SLIP FORM	19

## **PREFACE**

We understand that children/youth are inherently valuable members of our church community. Within the community of believers, there must be protection for each person.

A child's vulnerability can put him or her at risk. We resolve to protect all individuals in their vulnerability and also learn from each other as we grow in faith.

The church values the service of both paid staff and volunteers in the ministries that involve children and youth. It is our duty as the church to guard and protect the children and other vulnerable individuals.

The purpose of this policy statement is to establish a plan to provide a supportive, caring environment of safety for those who provide ministry and those who are the recipients of it and for the response of the church should misconduct occur or be alleged.

## **VISION STATEMENT**

Our vision is to join together as a church family for the purpose of providing a nurturing environment that promotes the emotional, spiritual, and physical well-being of all individuals.

## **APPLICABILITY**

This policy applies to all persons who desire to serve in a Ministerial relationship. It applies to paid staff and regular volunteers.

## DEFINITIONS

As used in this Safe Church Program:

1. “Abused or neglected child” means a child whose health or welfare is harmed or threatened with harm when any person inflicts or allows to be inflicted upon a child a physical or emotional injury by other than accidental means or commits or allows an act of abuse or exploitation upon the child to be committed.
2. “Child” means any person who has not reached his or her 18th birthday.
3. “Adult” means any person who has reached his or her 18th birthday or someone of any age who is serving in a supervisory capacity for children or youth. Such a person must be, at a minimum, four years older than the child or group of children being taught or supervised.
4. “Emotional harm” means harm to the mental or psychological capacity or emotional stability of a child.
5. “Sexual abuse” includes, but is not limited to, any contacts or interactions between a child and another person in which the other person uses or allows, permits, or encourages the use of the child for purposes of sexual stimulation.
6. “Sexual exploitation” means using, allowing, or permitting a child, whether by likeness or in person, to be used for the purpose of sexual stimulation for others.
7. “Physical injury or harm” means substantial physical pain or any impairment of physical condition.
8. “Regular volunteer” shall be a person who is engaged in a teacher or mentor role with a child or group of children and whose relationship brings him or her into contact with the child or children on more than three occasions over a 180-day period. The relationship with the child or children shall be on more than a mere proximal basis. Any doubt as to whether the individual is a “regular volunteer” shall be resolved by finding the individual to be subject to the “regular volunteer” requirements.
9. “Minister” shall be anyone (paid staff or volunteer) engaged in carrying out the church’s ministry.
10. “Ministerial relationship” exists between a person carrying out the ministry of the church and the one being served by that ministry.

## OVERSIGHT RESPONSIBILITY

Oversight of this policy and procedures is to be carried out by a Safe Church Committee, appointed annually by the Chair of the Church Board and the Administrator of Children’s and Youth Ministries. This Committee shall consist of the Administrator of Children’s and Youth Ministries, a member of the Church Board, the Director of Children’s Ministry, the Director of Youth Ministry, and an at-large member child advocate from the congregation. The Chair of the Church Board may serve as needed ex officio.

The Committee shall be responsible for the review of applications for regular volunteer service, to oversee the supervision of all persons who serve with children and youth, to report to the Chair of the Church Board any violation of this policy, and to direct the church’s response to any accusation or claim of misconduct. The Committee shall ensure that all volunteers and employees involved with children and youth receive Safe Church Program training in the prevention, recognition, reporting, and response to alleged child abuse or misconduct.

## SELECTION AND SCREENING

The process of selection and screening applies to both employees and regular volunteers. Employees shall be selected and screened by the Apostles as part of the hiring procedure. Regular volunteers shall be screened by the Safe Church Committee. The process involves the following steps:

1. **APPLICATION:** The written application serves as both application and screening form. It is designed to provide the church with information concerning the applicant's past conduct and also to identify any potential circumstances that would indicate a propensity to abuse children. The application shall be completed by all persons who desire to regularly work or serve in any capacity with children from infancy through high school age. Applications are reviewed by the Safe Church Committee and a copy of the application is attached and labeled "Attachment A." Completed application forms are to be retained in a secure file location.
2. **INTERVIEW:** An interview is required using the application form as a point of reference. The purpose of the interview is to tell each applicant the steps the church is taking to protect our children, the applicant's role in that program, and the educational requirement of participation. The interview gives the committee an opportunity to observe the applicant as well as the applicant's responses. A written record of the interview is highly recommended and should be retained with the application.
3. **REFERENCE CHECKS:** If the applicant is deemed suitable after the interview, an attempt to contact listed personal references will be made in every case and documentation of the contacts retained with the application records. Written and oral references are permitted; however, oral contacts should be documented. A copy of the written/oral reference form is attached and labeled "Attachment B."

When screening minors, either as volunteers or as paid child care attendants, a written parental statement is required that states that the parent knows no reason why the minor should not be permitted to serve in the position requested. References should also be obtained from two additional sources, for example:

- Former pastor
- Other youth program directors
- School teacher(s)
- Youth program leaders within the church
- Your program leaders who do not attend this church

In addition to a reference check, all adult applicants desiring to work in positions involving contact with the children and youth are required to have a criminal background check. An information form for requesting an adult criminal records check is attached and labeled "Attachment C."

4. **SIX MONTH RULE:** Regular volunteers are prohibited from working with children or youth until they have been members of the church or have been in regular attendance for at least six months. The six month rule permits church members and staff to become acquainted with applicants prior to their beginning to serve with the children. The period also serves to acquaint prospective volunteers with the church's policy to protect children.

Anyone who has not been involved with the congregation for at least six months will not be placed in a leadership position with any child or youth. Applicants may be utilized as assistants, if necessary, but it is preferred to wait six months before accepting their service.

5. **ASSESSMENT:** All information obtained during the application and interview process shall be reviewed by either Apostles or the Safe Church Committee (for regular volunteers) and a determination shall be made that the screening is complete and the applicant is or is not approved to serve with children and youth. This determination is noted in writing and kept with the other documents in a secure file. The applicant and the director of the applicable program may then be notified.

## **SUPERVISION OF CHILDREN AND YOUTH**

The congregation of the church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following reflects the congregation's commitment to preserving the church as a holy place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships with others.

- No adult, volunteer, or paid staff member who has been convicted of child abuse (whether sexual, physical, or mental abuse or neglect) will be employed by the church.
- Anyone who is convicted of a felony other than child abuse (whether sexual, physical, or mental abuse or neglect) who wishes to serve as a regular volunteer with children shall meet with the Safe Church Committee to determine when and how they can be utilized.
- All regular volunteers under age 18 should serve with an adult volunteer or paid staff.
- All staff and volunteers will receive annual training on the Safe Church Program including the recognition and reporting of suspected child abuse.

In addition, the following procedures are to be followed in work with children and youth:

- All supervisors, co-workers, parents, members of the congregation, children, and youth shall be treated with respect and consideration.
- All children and youth shall be treated fairly regardless of race, color, religious beliefs, gender, disability, creed, national origin, and sexual orientation.
- An employee or volunteer of the church shall never:
  - Strike, spank, shake, slap, or otherwise physically discipline a child or youth.
  - Humiliate, degrade, or threaten a child or youth.
  - Shame, withhold love, or speak/act with cruelty or make sarcastic comments.
  - Withhold food, water, access to restroom facilities, or other basic care as punishment.
  - Use profanity, tell sexual jokes, or share intimate details of his or her life.
  - Drink alcohol in the presence of minors.
  - Meet alone in an area where there is a bed, in a locker room, or any isolated area.
  - Take pictures of a child/youth unclothed, dressing, or undressing.
  - Meet privately with any child/youth without another adult within eyesight.
- An employee or volunteer should not behave in ways that could be sexually suggestive, i.e.:
  - Writing letters, invitations, or notes that are suggestive in nature.
  - Using sexual comments, threats, slurs, or jokes about gender-specific traits or sexual orientation.
  - Intentional touching, pinching, brushing against another's body, impeding or blocking movement.
  - Leering, staring, gesturing, displaying sexually suggestive pictures, objects, cartoons, or magazines.
  - Meeting in a way that could suggest dating or a singular or special relationship.

- It is preferable that at least two adults be present for all activities involving youth and children. When two adults are not available, a designated person will periodically check the room where the activity is taking place. While recognizing the important role of youth volunteers in children/youth ministries, in an effort to assure a safe environment, all activities involving children/youth will be supervised by at least one adult as defined above. The recommended ratio of children/youth per adult is defined in this policy as a ratio determined by the activity planned and comfort level of leadership.
- When supervising children, the space used should remain as visible as possible to other staff and volunteers. Whenever possible, doors and curtains should be left open and windows not covered so that activities in the room are visible. When working with groups of children/youth, another adult should also be working in the area and if the second adult needs to leave for a short time, the classroom door should be left open during that time. If a private conference is requested by the child/youth, another adult should be asked to be present or in an adjacent area with any door open throughout the meeting.
- If younger children need assistance in the restroom, take along a second adult. If another adult is not readily available, prop the main door of the restroom open. When away from the church, always have an adult check out a single restroom before a child enters and have an adult present in a multiple-booth restroom. Never allow a child to enter a public restroom alone. Two children/youth may enter a restroom alone while an adult is at the door.
- At least two adults should be present for all non-classroom activities involving children.
- Do not allow a youth to act as a co-worker or supervisor of other youth or children unless the youth is at least four years older than the youth/children he/she is caring for or supervising.
- If children/youth are behaving inappropriately, the positive techniques of guidance, redirection, positive reinforcement, and encouragement are to be used. Do not foster competition, comparison, or criticism among youth/children. Co-volunteers or co-workers are to set guidelines together for an environment that minimizes the need to discipline.
- If physical restraint must be used because the child/youth is in imminent danger, or endangering the health and safety of another person or him or herself, the minimum steps necessary should be taken to carry out the restraint. If possible, the child/youth should be removed from the environment with a second adult present. If removing the child/youth is not possible, remove the rest of the class taking whatever measures are safe, reasonable, and appropriate. Such action shall be reported to the staff person in charge of the program or directly to the pastor as soon as possible.
- Parents, volunteers, and staff of the church may visit and observe programs, events, and children/youth outings or trips at any time. Non-involved observers are asked to check in with the program supervisor and wear a name tag.
- Children ages 0 through Grade 3 will be signed in and out by a parent or other person as authorized by the parent(s) on the program registration form (Attachment E). Legal guardians are recognized as parents for the purposes of this policy. All participants of a program must be picked up by an authorized person before a volunteer or staff leaves the immediate waiting/pick-up area. A waiting/pick-up area for children/youth should be clearly designated by the program director before the program begins.



- All parents are encouraged to provide transportation for their own child/youth. In the event a child/youth needs to be taken home without a designated person present, two adults will provide transportation after all other participants are picked up.
- A staff member or volunteer must obtain the consent of a child/youth's parent or legal guardian before inviting the minor to visit in the adult's home.
- A staff member or volunteer must obtain the consent of a child/youth's parent or legal guardian before having a private meeting. If parental permission is inappropriate in a given case, the meeting shall take place where the adult and child/youth can be seen, i.e. through a window, open door, or in a room or outside area with another adult present that can see but not necessarily hear the conversation.
- Classrooms shall have doors with windows or else maintain an open door so that activities within the room can be clearly observed by persons in the corridor.

## **REPORTING**

Any person who is a regular volunteer or employee of the church who knows or has reasonable cause to believe a dependent child is neglected or abused is required to report it immediately to his/her program supervisor, the Chair of the Church Board or the Administrator of Children's and Youth Ministries. It is imperative that these individuals be informed of the allegation of abuse as soon as possible to mobilize the church's response and protect the alleged victim.

All regular volunteer and staff who work with children shall be provided with annual training to ensure that they know how to conduct safe ministry with children, how to recognize misconduct or abuse, how to report it, and how the church will respond.

## RESPONSE

The Response Procedure is designed to guide the church through the consequences of an allegation of abuse, to ensure the church complies with state law, and to ensure the alleged victims and alleged abusers are treated with respect and Christian love. It is here stated that investigation of alleged child abuse should not be undertaken by the church, but is best left to state and/or local officials as trained professionals.

Any report of child abuse shall be taken seriously. The Safe Church Committee will serve as the response coordinating body within the church. All actions concerning the church's handling of the incident should be thoroughly documented. The Safe Church Committee's response to a report will depend on the circumstances; therefore, it is not possible to list all the steps to be taken. Nevertheless, certain minimum steps must be taken in every case as follows:

- If an employee or volunteer suspects abuse, hears, or sees abuse happening or detects evidence of suspected abuse, he/she must report it to either the Chair of the Church Board or the Administrator of Children's and Youth Ministries. The suspected abuse should also be reported to state authorities via the Abuse Hotline, ideally by the person making the allegation but, if not, then by either the Chair of the Church Board or the Director.
- The Safe Church Committee shall be notified by the Chair of the Church Board. One member of the Safe Church Committee and one from the Church Board will be assigned to the alleged victim and two such members to the alleged abuser regardless of their membership status in the church. The Apostle shall not be assigned to either individual. The Trustee member of the committee shall not be assigned to either individual and shall serve as the Response Team Leader.
- The Trustee member of the Response Team shall contact the church insurance carrier and is also responsible for ensuring that the state and local officials get all the necessary assistance in their investigation of the allegation.
- The Safe Church Committee member and the Board member assigned to the alleged victim will meet with the child/youth and his/her parents or guardian(s) ideally within 48 hours of the report. They will inform the alleged victim that the alleged abuser will not be serving as a worker or volunteer until the allegations have been resolved. They will offer spiritual support and reassurance and will document any concerns voiced. However, the team cannot make any statement committing the church to any particular course of action. This meeting and all further meetings will be documented and submitted to the Response Team Leader. These members will continue to provide spiritual support and reassurance for the duration of the investigation.
- The Safe Church Committee member and the Board member assigned to the alleged abuser will meet with the alleged abuser ideally within 48 hours of the report. They will conduct the meeting with the parents(s) or guardian(s) of the alleged perpetrator if he/she is less than 18 years old. They will inform the alleged abuser that he/she will not be serving as a worker or volunteer in children's ministries until the allegations are resolved. They will offer spiritual support and reassurance and document any concerns voiced. However, the team cannot make any statements committing the church to any particular course of action. This meeting and all further meetings will be documented and submitted to the Response Team Leader. These members will continue to provide spiritual support and reassurance for the duration of the investigation.

- The Ministerial staff or elders will provide pastoral care as needed to both the alleged victim and the alleged abuser. Ideally the same Minister should not be the primary source of pastoral care for both parties. In addition, the Ministerial staff is responsible for providing suggested counseling resources.
- The team members providing support to the alleged victim are responsible for ensuring that the alleged victim receives counseling if he/she wishes, at no expense.
- The team members dealing with the alleged victim will not communicate the substance of the communications with the members dealing with the alleged abuser and vice versa. Both groups will make their reports in writing to the Team Leader.
- The Team Leader is responsible for following up with the DCFS or law enforcement authorities to determine whether the allegation has been substantiated or not.
- If the allegation is substantiated, the Team Leader will notify the Minister and Chair of the Church Board. These three individuals will then make a report to the Church Board with recommendations for any necessary action in regard to employment or volunteer activities.
- If the allegation is not substantiated, the Team Leader will notify the Minister and Chair of the Church Board. These three individuals will then inform the Safe Church Committee and the matter is considered resolved.

## **RESPONSE PLAN FOR UNKNOWN PERSONS ON PREMISES**

In a building with many entrances and several programs/meetings running concurrently, strangers could enter the building, posing potential danger to both children/youth and adults. However, we as a church endeavor to be welcoming and hospitable to the stranger who comes among us. It is therefore our policy to assist strangers who come within our community, using courtesy and friendliness, while at the same time protecting our members who may be vulnerable to harm.

If an adult sees a person who is either unknown or not clearly identified to him or her, the adult should:

- Approach the individual with care and concern and inquire about his or her needs.
- After the individual has stated his or her concern/need, escort the individual to the program director or the pastor and allow him or her to help meet the individual's concern/need.
- If the person states he or she is "just waiting" for a child/youth, escort the person to the designated waiting area.

Persons who are not with the program currently in progress should not be allowed to wander around the area when children are present. They should be supervised or escorted at all times until they leave the premises. Any adults who are not engaged in the current church program in progress, including parents, should have a defined area to meet their children/youth during or after the programs. The area should be clearly defined by the program director and should be an area where the director or a designee is able to monitor the individual's activities.

**ATTACHMENT A**  
**APPLICATION FOR SERVICE WITH CHILDREN/YOUTH MINISTRIES**

This application is to be completed by all persons who desire to work with children or youth in our church's ministries. The application form is used to help the church provide a safe and secure environment for the protection of the church, the children and the youth under the care of the church, and those who minister to them.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

How long have you lived at your present address? \_\_\_\_\_

Previous address (if at present address less than 2 years) \_\_\_\_\_

Occupation \_\_\_\_\_

Present Employer \_\_\_\_\_

May we contact your employer?  Yes  No

If you have attended HARVEST CHRISTIAN CHURCH for less than one year, please fill in the following information about the church you last attended:

Church name \_\_\_\_\_

Church address \_\_\_\_\_

Church phone \_\_\_\_\_ Pastor's Name \_\_\_\_\_

List any volunteer or paid positions that you held at your previous church

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

**Volunteer Position Desired** \_\_\_\_\_

Have you ever filled out an application to volunteer here before?  No  Yes If so, when \_\_\_\_\_

Position requested on former application \_\_\_\_\_

**APPLICATION FOR SERVICE WITH CHILDREN/YOUTH MINISTRIES (continued)**

Please give two references to contact who are not related to you and are over the age of 21. These references should be people who have known you for at least three years and are familiar with your character, particularly as it relates to working with children and youth. Please sign the two attached pages, which we will send to the people you have named as references.

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
How long have you known this person? \_\_\_\_\_ Relationship with reference \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
How long have you known this person? \_\_\_\_\_ Relationship with reference \_\_\_\_\_

Our church has an open door policy which means that a parent, volunteer, or church staff member may visit or observe your interaction with our children/youth at any time. Are you comfortable with this atmosphere?  Yes  No

In most circumstances, our church requires two teachers/leaders for all children/youth activities. Are you comfortable with this "Two Deep" team leadership approach?  Yes  No

For those volunteering to drive:

Do you have a valid driver's license?  Yes  No State/License # \_\_\_\_\_

Do you have driver's liability insurance?  Yes  No Company \_\_\_\_\_

Have you had a traffic violation within the past five years?  Yes  No

If yes, specify for what and date(s) of the ticket \_\_\_\_\_

The church reserves the right, at its sole discretion, to deny volunteer opportunities to anyone. By signing this form, I am affirming that the above statements I have made are true and factual to the best of my knowledge. I am granting permission for all persons, organizations, or agencies such as state law enforcement or Department of Children and Family Services, to be contacted to conduct a records check for the express purpose of volunteer screening.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**ATTACHMENT B**

**REFERENCE FORM FOR ADULT VOLUNTEERS**

The applicant named below is seeking service with HARVEST CHRISTIAN CHURCH and has named you as a personal reference. We appreciate your cooperation in answering the questions below and mailing the form back to us. References are a way we screen all people who work with children or youth in our congregation.

**Applicant**, please fill out the following:

My Name \_\_\_\_\_

I have given the HARVEST CHRISTIAN CHURCH my permission to conduct reference checks.

\_\_\_\_\_  
Signature Date

**Reference**, please fill out the following:

Name \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Business/Organization \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

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

The person will be in contact with children, youth, and/or people with disabilities or elderly people in our church congregation and in our community. Is there any reason you are aware of that this person should not be used in this position?  Yes  No If yes, please explain:

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

\_\_\_\_\_  
Signature of Reference Date

Thank you for your cooperation in completing this form. Please return the completed form to:

APOSTLES ROBERT & LINDA KING  
HARVEST CHRISTIAN CHURCH  
24400 WEST SEVEN MILE ROAD  
DETROIT MICHIGAN 48219

Reference was completed by  Phone  Mail  Personal contact \_\_\_\_\_  
Name

**ATTACHMENT C**

**INFORMATION FOR CRIMINAL RECORDS BACKGROUND CHECK AND AUTHORIZATION**

---

Print or type your name

---

Print or type your full address

---

Print or type your maiden name if applicable

---

Print or type all previously used names or aliases

---

Date of Birth

---

Place of Birth

---

Social Security Number

---

Driver's License Number

**DISCLOSURE AND RELEASE**

In connection with my application for employment (including volunteer services) I understand that reports that may contain public record information may be requested. These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, education, etc. I further understand that such reports may contain public information concerning my driving record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc. from federal, state, and other agencies that maintain such records.

**I AUTHORIZE WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED TO FURNISH THE ABOVE MENTIONED INFORMATION.**

---

Signature

---

Date

Record to be sent to:

APOSTLES ROBERT AND LINDA KING  
HARVEST CHRISTIAN CHURCH  
24400 WEST SEVEN MILE ROAD  
DETROIT MICHIGAN 48219

**ATTACHMENT D**  
**SCREENING FORM FOR CURRENT STAFF, CHILDREN AND YOUTH WORKERS**

The law requires that churches have this form completed by all pastoral staff and all workers in children and youth programs. This form is part of the HARVEST CHRISTIAN CHURCH policy of preventing child abuse in any form in the church. All pastoral staff and workers will be required to complete this form, regardless of the length of time they have worked with children or youth. Your complete and accurate answers are necessary.

***The information you provide will be held in strict confidence and will not be disclosed beyond what is reasonably necessary or legally required.***

Full Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

During your lifetime, have you ever been accused of molesting or abusing a child, or been accused of a physical assault or sexual offense of any nature? Yes \_\_\_ No \_\_\_ If yes, please explain the nature of the accusation, charge, or conviction. ***This information will be protected and kept confidential.*** \_\_\_\_\_  
\_\_\_\_\_

As a child or teenager, were you ever molested, abused, assaulted, or subjected to a sex offense of any nature? Yes \_\_\_ No \_\_\_ If you answer yes, an appropriate member of the church will discuss this with you in more detail. ***This information will be protected and kept confidential.*** \_\_\_\_\_  
\_\_\_\_\_

Have you ever been accused of or arrested for any crime and if so, please give details.  
\_\_\_\_\_  
\_\_\_\_\_

Have you received, read, and agreed to comply with the policies and procedures of HARVEST CHRISTIAN CHURCH concerning child abuse rules governing paid/volunteer workers?  
Yes \_\_\_ No \_\_\_

Do you know that witnessing child abuse and not reporting it is a federal crime? Yes \_\_\_ No \_\_\_

Do you agree to immediately report any behavior or conduct by any other worker or older youth that seems abusive or inappropriate? Yes \_\_\_ No \_\_\_

I, \_\_\_\_\_, hereby certify that I have read and completed the above worker screening form. My answers are true and correct to the best of my knowledge.

If I am allowed to continue working with children/youth, I agree to be bound by the Bylaws and Policies of this church and refrain from abusive conduct in the performance of my services.

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

Witness \_\_\_\_\_



**ATTACHMENT E  
APPLICATION FOR MINOR SEEKING TO SERVE  
WITH CHILDREN/YOUTH MINISTRIES**

This application is to be completed by all minors who desire to work with children or youth in our church's ministries. The application form is used to help the church provide a safe and secure environment for the protection of the church, the children and the youth under the care of the church, and those who minister to them.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

List any organizations, clubs, teams, and groups that you regularly participate in:

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

List any skills or talents that you would like to offer in service to the children's/youth ministries:

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

**Volunteer Position Desired** \_\_\_\_\_

Have you ever filled out an application to volunteer here before?  No  Yes If so, when \_\_\_\_\_

Position requested on former application \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**ATTACHMENT F  
PARENTAL OR GUARDIAN STATEMENT**

Minors seeking to serve at HARVEST CHRISTIAN CHURCH as volunteers in any area of the Children's Ministry or as paid child care attendants must provide a signed statement from a parent or legal guardian stating that the parent or guardian knows no reason why the minor should not be permitted to serve in the position requested.

References must also be obtained from two additional sources, such as the following:

- Former pastor
- Other youth program directors
- School teacher(s)
- Youth program leaders within the church
- Your program leaders who do not attend this church

As parent/legal guardian of \_\_\_\_\_(full name of minor),  
I know of no reason why my child/youth should not be permitted to serve as a volunteer in any area of the Children's Ministry of HARVEST CHRISTIAN CHURCH or as a paid child care attendant at church events.

Signature of parent or guardian\_\_\_\_\_

Date\_\_\_\_\_

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

**REFERENCES**

Please give two references to contact who are not related to the minor and are over the age of 21. These references should be people who have known the minor for at least two years. Please sign the attached two pages, which we will send to the people you have named as references.

Name\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Relationship with minor\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Relationship with minor\_\_\_\_\_

**ATTACHMENT G  
REFERENCE FORM FOR MINORS**

The following minor is seeking to serve at HARVEST CHRISTIAN CHURCH as a volunteer in any area of the Children's Ministry or as paid child care attendant and has named you as a personal reference. We appreciate your cooperation in answering the questions below and mailing the form back to us. References are a way we screen all people who work with children or youth in our congregation.

**Applicant**, please fill out the following:

My Name \_\_\_\_\_

I have given the HARVEST CHRISTIAN CHURCH my permission to conduct reference checks.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Reference**, please fill out the following:

Name \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Business/Organization \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

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

The person will be in contact with children and youth in our church congregation. Is there any reason you are aware of that this person should not be used in this position?  Yes  No  
If yes, please explain:

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

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date

Thank you for your cooperation in completing this form. Please return the completed form to:

APOSTLES ROBERT & LINDA KING  
HARVEST CHRISTIAN CHURCH  
24400 WEST SEVEN MILE ROAD  
DETROIT MICHIGAN 48219

Reference was completed by  Phone  Mail  Personal contact \_\_\_\_\_  
Name

## CHILD/YOUTH ACTIVITIES INFORMATION

\_\_\_\_\_ is planning an event and we are seeking signed  
*Group Name*  
Permission slips for those who are planning on attending. Parents/guardians, please fill out the  
attached permission slip and return it to \_\_\_\_\_  
*Person* *Deadline*  
if your child/youth is going to attend.

### **HERE'S THE SCOOP!**

Where we are going \_\_\_\_\_

When we are going \_\_\_\_\_

What we are going to do there \_\_\_\_\_

Departure time from church \_\_\_\_\_ Arrival time at church \_\_\_\_\_

Means of transportation \_\_\_\_\_

Who will chaperone \_\_\_\_\_

Special items or clothing needed \_\_\_\_\_

Cost \_\_\_\_\_ Due by \_\_\_\_\_

Take along money \_\_\_\_\_

Staff contact person if you have questions \_\_\_\_\_  
*Name* *Phone*

Designated pick up area at the end of the activity \_\_\_\_\_

**PERMISSION SLIP FORM**

PLEASE USE A SEPARATE FORM FOR EACH CHILD.

My child/youth \_\_\_\_\_ has my permission to attend the  
*Child/youth name*  
\_\_\_\_\_ at  
*event*  
\_\_\_\_\_ with \_\_\_\_\_  
*location* *group*  
on \_\_\_\_\_.  
*date*

In case of emergency, I, who by law may do so, authorize the administration of emergency medical treatment to the child/youth who is the subject of this form. I understand all reasonable safety precautions will be taken at all times by the appointed adult leaders of HARVEST CHRISTIAN CHURCH. I understand that in the event that medical intervention is needed, every attempt will be made to contact me at the numbers listed below.

_____ Parent/Guardian Signature	_____ Date of Signature
Home phone _____	
Mom's cell phone _____	Dad's cell phone _____
Mom's work phone _____	Dad's work phone _____

This permission slip will be accompanied by a cover letter detailing who is going, where they are going, times they will be gone, who will be chaperoning, means of transportation, cost, how to return the Permission Slip and a deadline for returning it as well as who to contact with a question.

Any child/youth that does not have a signed permission slip returned will not be able to go. No exceptions can be made.

