**TRINITY BAPTIST CHURCH: YOUTH/CHILDREN’S MINISTRY POLICIES AND PROCEDURES**

**Definition of Terminology**

**Workers –** volunteers or paid men, women or youth who are designated by the leadership for specific tasks of teaching, driving bus/van, or assistance in Youth/Children ministries.

**Youth/Children –** Children and youth are designated as a minor and/or to be of school age. Children are considered those from birth-5th grade. Youth are considered those from 6th-12th grade.

**Driver –** These paid or volunteer workers are those qualified, as described below, to operate the van and bus for transportation of youth/children.

**Youth/Children’s Ministry Leadership –** This volunteer or paid position is held by either men or women designated or employed as the coordinator and head supervisor of the Youth/Children’s ministry programs. This person is elected or employed by Trinity Baptist Church’s nominating committee and voted upon by Trinity Baptist Church prior to commencement of any Youth/Children’s ministry program.

**Legal Parent/Guardian** – This designation must be proven with documentation issued by a court of law or government official.

**WORKER SCREENING PROCEDURE**

Prior to any youth/children’s program and before any consideration for a position, any candidate, compensated or volunteer, who may be working with children, youth, or the disabled must complete and return an application to the leadership of the Youth/Children’s ministry program.

The ministry application will be carefully reviewed by the Youth/Children’s ministry leadership to make certain that the worker will be appropriate for the ministry position, based on the information provided.

A criminal background check will be performed with respect to any candidate seeking to work with children, youth, or the disabled. All personal information will be held in confidence by the chosen, official provider of the federal background check process.

Any potential worker who has been convicted of or pleaded guiltyto either child sexual or physical abuse will notbe allowed to work in any capacity with minors.

Any information indicating that a candidate poses a threat to others or has any prior history of physical or sexual abuse directed against another person will result in the immediate removal of the individual candidate from consideration for a ministry position with the church.

No volunteer worker candidate will be considered for any teaching position involving children, youth, or the disabled until the candidate has been voted in as a member and regularly involved in the church for at least six months. All exceptions to these policies must be approved by the Youth/Children’s Ministry leadership prior to inception of ministry programs. Proper documentation of this exception must be a completed **WORKER/HELPER EXCEPTION FORM**.

**WORKER’S SUPERVISION**

Two or more workers must be present during any educational, recreational or training activity associated with the Youth/Children’s ministry.

If one worker must leave the room for any reason, another worker should be engaged to fill in the few minutes necessary. This not only protects the children from potential abuse but also protects the adults from potential false accusations.

A surveillance system with video and sound may be used to supplement a shortage of staff and will be maintained to keep a record of interactions for the safety of the children and the workers. Problematic groups of children should be maintained by live personnel as outlined below. Notifications of the surveillance system will be placed at each entrance.

Youth may assist in supervision as long as they are accompanied by an adult leader and approved by the Youth/Children’s ministry leadership. This means that the teenager should never be left alone without adult supervision at any time while present with children. The use of teenagers, no matter how qualified or esteemed, increases the potential liability for the church. Therefore, the leadership of the Youth/Children’s Ministry must make the final decision as to what liability they are willing to risk in this area.

The following five guidelines are established to maintain order and efficiency and are enacted by the qualification that *at least two workers* are present in each place where there are youth/children:

For bed babies (0-1 years old), the worker/child ratio is one worker to two babies.

For 1-2 year olds, the worker/child ratio is one teacher to three children.

For 3-5 year olds, the worker/child ratio is one teacher to four children.

For 6-12 year olds, the worker/child ratio is one teacher to eight children.

For Youth, 13-18, the worker/youth ratio is one teacher to ten youth.

For children ages 6-10, at least one adult female should take girls to the restroom, and one adult male should take boys to the restroom. The adult should check to make sure the facility is safe, and then wait outside the restroom until the children come out.

Children five years of age or younger (boys and girls) will be assisted as needed in the restroom by an adult worker.

Workers should arrive at least 15 minutes before a scheduled activity and should maintain control over those in their care until all have been picked up by a parent or legal guardian, listed in accordance to appropriate registration forms, or aboard the bus/van ministry.

Workers are always required to avoid the appearance of impropriety and inappropriate contact with youth/children.

A worker must never go out alone with a minor, or spend time with a minor in an unsupervised situation without a parent/guardian's permission.

All exceptions to these policies must be approved by the Youth/Children’s Ministry leadership prior to inception of ministry programs. Proper documentation of this exception must be a completed **WORKER/HELPER EXCEPTION FORM**.

**REGISTRATION**

All Youth/Children must be registered in the Youth/Children’s Ministry program prior to participation in a Youth/Children’s Ministry program. A two week grace period is allotted for those who are new to the Youth/Children’s Ministry program.

All Youth/Children must have full and accurate information recorded on the registration form with a signature of approval of the information by the parents or legal guardian.

Without completing proper registration forms in the allotted time above, youth/children will not be allowed transportation by bus or van, neither will they be allowed to participate in the current youth/children program.

**DISCIPLINE**

Workers involved in the Youth/Children’s Ministry are never to spank, hit, grab, shake, or otherwise physically discipline anyone.

Disciplinary problems should be reported to the proper supervisors, teacher and the Youth/Children’s Ministry leadership, and then reported to the parent or legal guardian as listed in the appropriate registration information.

Disciplinary actions, involving verbal warning, will occur in an appropriate room or setting where visibility of the session is maintained – either in a room with windows, or in some other setting providing appropriate visibility. If there is no window in the door of the room, then the door shall remain open and two adult workers are required to be present for such situations.

Youth/children will be transported back to their place of residence if resolution is not met following a disciplinary action. This is determined by the judgment of teachers, helpers, or drivers collectively.

If a youth/child has been transported back to their place of residence 3 times, the child will be prohibited from participating in the remaining duration of the Youth/Children’s ministry program.

All exceptions to these policies must be approved by the Youth/Children’s Ministry leadership. Proper documentation of this exception must be a completed **WORKER/HELPER EXCEPTION FORM**.

**ILLNESS, INJURY, ABUSE DEALINGS**

Each teacher should be free of illness and fever for the previous 24 hours.

Each teacher must locate an approved substitute in the event of their absence.

A substitute who has been approved as a volunteer worker through the above screening process must be used to take the place of workers who are ill.

Youth, Children, or Workers who are ill with a fever, having a communicable disease or infestation of lice will not be permitted to participate in any ministry activity until they are healthy again.

Youth/Children must be returned to their parent or legal guardian as soon as illness or lice infestation is discovered. If this is not possible, then the person who is ill should be isolated in a manner that will allow adult supervision to continue until the person can be returned to their parent or guardian.

Youth/Children who have received a minor injury should be given first-aid as needed at the time of injury. The person’s parent or guardian should be notified of the minor injury when child is dropped off or if picked up by the parents/legal guardian.

Any injury which may require medical treatment beyond simple first-aid should be given immediate attention. The parent or legal guardian of the injured person should be immediately notified, along with the Youth/Children’s ministry leadership. An ambulance should also be called immediately if warranted by the injury.

Workers who become aware of any injury, abuse, or molestation connected with any ministry activity must immediately inform their supervisor or the Youth/Children’s ministry leadership. This information is to remain confidential.

Any observed inappropriate conduct or relationshipbetween adult volunteers or paid staff member and a minor should be confronted immediately. Situations where such behavior repeats and/or continues should result in terminating the use of both the volunteer or paid staff member as appropriate workers.

Any ministry worker who becomes aware of possible abuse or molestation of a participant must ensure that the participant’s parent or guardian is immediately informed that possible abuse or molestation has occurred. If the parent or legal guardian reports the incident to the police, Trinity Baptist Church will cooperate fully during the investigation and provide notice to an attorney to seek legal advice. Otherwise, the Youth/Children’s ministry leadership will also see that the Department of Family Services and local police department are contacted. Then the ministry’s insurance carrier (general or professional liability insurance) must be promptly notified.

**SEXUAL ABUSE**

Youth/Child sexual abuse is any sexual activity with a youth/child in any setting by any person, including any use of a youth/child for sexual gratification of any kind with or without physical contact. The abuser may be an adult or another youth/child.

Youth/Child sexual abuse may be violent or non-violent. All youth/child sexual abuse is an exploitation of a youth’s/child’s vulnerability and powerlessness in which the abuser is fully responsible for the action.

Youth/Child sexual abuse includes behaviors that involve touching and non-touching aspects.

Youth/Child sexual abuse is criminal and must be reported to authorities immediately at suspicion or confirmation.

Anyone who is not a mandatory reporter is strongly encouraged to report any suspected child abuse. As a Christian, we have a moral obligation to report any suspected child abuse as well.

**SPECIFIC WORKER CONDUCT VIOLATIONS**

Any direct observations or evidence of sexual activity in the presence of or in association with a minor.

Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.

Sexual advances or sexual activity of any kind between any person and a minor.

Physically abusive behavior or infliction of bodily injury to a minor.

Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Trinity Baptist Church.

Mental or emotional injury to a minor.

The presence or possession of obscene or pornographic materials at any function of Trinity Baptist Church.

The presence, possession, or influence of any illegal or illicit drugs.

The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at Trinity Baptist Church.

**Symptoms of Abuse/Molestation**

Workers and staff should be alertto the physical signs of abuse and molestation, as well as the behavioral and verbal signs that a victim may exhibit. Child abuse is typically defined as any non-accidental physical injury, physical neglect, emotional injury or sexual act inflicted upon a child by a parent or legal guardian. A brief selection of the signs are summarized below:

*Physical signs*may include:

Lacerations and bruises

Nightmares

Irritation, pain or injury to the genital area

Difficulty with urination

Discomfort when sitting

Torn or bloody underclothing

Venereal disease

*Behavioral signs*may include:

Anxiety when approaching church or nursery area

Nervous or hostile behavior toward adults

Sexual self-consciousness

"Acting out" of sexual behavior

Withdrawal from church activities and friends

*Verbal signs*may include the following statements:

I don't like “(a particular worker)”

“(A church worker)” does things to me when we're alone.

I don't like to be alone with “(a church worker)”

“(A church worker)” fooled around with me.

**BUS/VAN MINISTRY**

**Drivers**

Drivers are required to have a commercial driver’s license (CDL)if they operate vehicles with a gross vehicle weight rating of more than 26,000 pounds or vehicles designed to transport more than fifteen (15) persons including the driver.

Drivers of bus or van must be in between the ages of 25 to 65 only.

Visual impairment, disabled extremities and other debilitating illness/injuries/deformities disqualify any potential driver of bus or van. This must be assessed by the Youth/Children’s leadership for approval or disapproval.

Driver will not be permitted to drive if the driver has incurred two moving violations or one “at fault” accident in the past 36 months.

All exceptions to these policies must be approved by the Youth/Children’s Ministry leadership prior to inception of ministry programs. Proper documentation of this exception must be a completed **WORKER/HELPER EXCEPTION FORM**.

**Vehicle Maintenance/Safety**

Each bus/van must be given a thorough mechanical and physical inspection by a designated and qualified driver/mechanic prior to operation. The checklist needs to include but is not restricted to the chassis, all lights, body exhaust systems, interior, gauges, brakes, tires and steering.

Each time a vehicle is used, the following should be checked: fluid levels, belts, tires, exhaust, lights, brakes, and the interior of the bus.

Fire extinguisher, first aid kit, flags, flares, fuses and triangular signs must be carried in the vehicle at all times.

**Supervision of Passengers**

It is never acceptable in any circumstance toexceed bus/van passenger limits.

Youth/children aboard a church bus/van must be adequately supervised by an assigned supervisor for each driver. The driver’s primary responsibility is transporting youth/children to their proper destinations in accordance with registration information. Supervisors and drivers are required to make sure all passengers safely enter places of destination—church building or place of residence. If the youth/children’s place of residence is not accessible—doors locked, emergency vehicle blockage, etc—the parents or legal guardian must be contacted immediately. If parent/legal guardian cannot be contacted, proper authorities will be contacted to ensure the safety of the youth/child.

Any exceptions/redirections to the destination of children must be accompanied with a **WORKER/HELPER EXCEPTION FORM** parent/legal guardian listed in registration information. A youth/child will NOT be released to their older siblings or other minors, but only the parent/legal guardian as designated on registration information.

**TERMINATION OF PROGRAM**

The termination of the Youth/Children’s Ministry programs will include factors such as:

Insufficient amount of workers/drivers as outlined by ratio under the WORKER’S SUPERVISION section above.

Insufficient funding designated for the bus/van ministry or Youth/Children’s ministry programs relating to, but not restricted to, food, curriculum, and church facilities usage. All exceptions to these policies must be approved by the Youth/Children’s Ministry leadership prior to inception of ministry programs.

**VIOLATIONS OF POLICIES AND PROCEDURES**

Workers must promptly notify the pastor or Youth/Children’s ministry leadership of any activity which violates these aforementioned policies or procedures and must avoid discussion with anyone else.

Any supervisor or the Youth/Children’s ministry leader who becomes aware of a violation of the policy or procedures will take all necessary steps to ensure future compliance with the violated policy and other procedures by all workers; and will remove workers from their positions if such removal is warranted by multiple violations, or if the worker poses a potential threat to others.

**Multiple violations committed by multiple drivers, workers, or helpers will result in termination of Youth/Children’s ministry program. This decision must be unanimous under great consideration by the Youth/Children’s leadership, deacons, and pastor. This document is not designed to hinder ministry, but rather, for the legal protection of the members and organization known as Trinity Baptist Church.**

**WORKER/HELPER APPLICATION**

This application is to be completed for any position (volunteer or compensated) involving the supervision or care of minors (under 18) or the disabled. This is not an employment application form. This form is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle Maiden

Identity must be confirmed with a state driver’s license or other photographic identification, and a copy must be returned with this application.

Present Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # Years at this Address \_\_\_\_\_\_

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

Phone #s: Home \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_\_ Work \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_\_

If less than 10 years at this address, list any additional states of residence for past 10 years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Marital Status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am particularly interested in working with (check appropriate boxes):

Nursery Preschool Grades 1-6 Grades 7-12

Kid s Club

Length of time you have attended Trinity Baptist Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Note: Volunteer workers must attend TBC for at least 6 months before submitting application to work with minors.)*

List the church name(s), city, state, and length of attendance of the churches you have attended regularly during the past five years:

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

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List all previous church work involving children, special education and/or youth:

Church’s Name and Complete Address Type of Work Performed Date

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

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List all previous non-church work involving children, special education, and/or youth:

Name Address Telephone Number

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

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Personal References - not former employers or relatives (3 names)

Name Telephone Number

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List employment history for past 5 years (use additional sheet if necessary):

Company Name / Supervisor / Phone / Dates or Length of Service

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

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Have you ever been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse?

No

Yes

Do you have a current driver’s license?

No

Yes - if yes, please list your driver s license number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Worker’s Statement**

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this form to give you any information (including opinions) that they may have regarding my character and fitness for work with minors or the disabled. In consideration of the receipt and evaluation of this application by Trinity Baptist Church, Gillespie, IL, I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including records 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 my family, on account of compliance or any attempts to comply with this authorization.

Should my application be accepted, I agree to be bound by the policies of Trinity Baptist Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I have carefully read the TBC: **YOUTH/CHILDREN’S MINISTRY POLICIES AND PROCEDURES** and agree to adhere to all policies and procedures. I further state that I have carefully read the foregoing Statement and know the contents thereof and sign this release as my own free act. This is a legally binding agreement that I have read and understand.

Applicant’s Printed Name

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

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

Witness’s Printed Name

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Office Use Only*

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Background check \_\_/\_\_\_/\_\_

Approved \_\_/\_\_\_/\_\_

BACKGROUND CHECK APPROVAL

I hereby give my permission for Trinity Baptist Church to obtain information relating to my criminal history record.

The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for an employment or volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have the opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received. I also understand that, by law, I may see a copy of the transcript, for its review, but may not receive a copy of the document in any fashion or form. I, the undersigned, do for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify Trinity Baptist Church and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts, and sums of money, claims, demands, whatsoever, and any and all related attorney’s fees, court costs, and other expenses resulting from the investigation of my background.

Date of Birth (mm/dd/yyyy)

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

Social Security Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DL#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_

Address

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The signature represents my current legal name and any previously used names are listed below:

Additional names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Print Current Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Witness Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORKER/HELPER EXCEPTION FORM**

This form’s purpose is to provide documentation of an approved exception to a policy or procedure within the **TRINITY BAPTIST CHURCH: YOUTH/CHILDREN’S MINISTRY POLICIES AND PROCEDURES.** This form of exception is not to be used flippantly by any leadership at Trinity Baptist Church, but rather, it must be used with great caution and careful consideration. This form is meant to provide legal protection for those participating in the Youth/Children’s ministry programs. In doing so, full responsibility will be upon the applicant of this form. This form must be used for every individual policy or procedure for which an exception is desired. Failure to use this form will result in a violation of policies and procedures, possible termination of workers, and possible termination of the Youth/Children ministry program.

Worker’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy/Procedure Heading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific Policy/Procedure For Which Exception is Desired:

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

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

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

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

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

Confirm Exception Desired: Yes \_\_\_\_\_ No \_\_\_\_\_

Parent/Legal Guardian or Worker’s Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian or Worker’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this worker/helper exception form, the worker/helper is held fully responsible for any consequential issue, injury, illness, or unlawful practice that takes place relating to this approved exception in accordance with the corresponding policy or procedure.

Youth/Children’s Ministry Leadership Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRINITY BAPTIST CHURCH

YOUTH/CHILDREN’S MINISTRY REGISTRATION FORM

SUNDAYS 6 P.M. – 7:15 P.M.

YOUTH/CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY/ALTERNATIVE NAME AND NUMBER:

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

OTHER PARENT/GUARDIAN ALLOWED TO PICK UP YOUTH/CHILD:

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

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

ALLERGENS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERMISSION TO HAVE YOUR YOUTH/CHILD’S PICTURE TAKEN: YES\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_

By completing this form, the designated parent/guardian listed above confirms that the above information provided is accurate. Also, the parent/guardian understands that in case of inclement weather, the designated parent/guardian will be notified of cancellation as soon as possible. By signing this form below, you, the legal parent/guardian, confirm that you are in agreement with Trinity Baptist Church workers’/drivers’ purpose for teaching your youth/child about the good news of Jesus Christ and everything the Bible teaches otherwise. By signing this form, you also agree to all that is written in the **TRINITY BAPTIST CHURCH: YOUTH/CHILDREN’S MINISTRY POLICIES AND PROCEDURES.** If you desire to review these policies and procedures, the current Youth/Children’s Ministry leadership can provide a copy.

PARENT/GUARDIAN SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( PLEASE COMPLETE FORM AND RETURN TO TRINITY BAPTIST CHURCH PRIOR TO YOUTH/CHILD PARTICIPATION )