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## **Introduction**

As an expression of the gospel of Jesus Christ, Central Presbyterian Church (CPC) highly values children, community, and healthy intergenerational relationships. The purpose of these policies is to foster a positive, protective, and proactive culture in which all children and adults can thrive in relationship together. In fostering of such a culture, CPC shall maintain four guiding documents that are listed below and shall be reviewed annually.

**Document #1: The Policy Document:** This document encompasses the administrative actions the session is bound to follow regarding such matters as who will be allowed to serve children, when permission to serve is revoked, following MO mandated reporting laws, communications to the congregation and community if there is an incident, and any other administrative matter revolving around child-safety at CPC. This is primarily a sessional document but should be made available for anyone to read. The Director of Family Ministry and the Family Ministry Center shall work with the Session to review and update this document annually. This document can be edited only by a vote of the full Session.

**Document #2: The Code of Conduct Document:** This document describes the general boundaries adults are to maintain when working with children of all ages. All volunteers, new and returning, who work with children shall be required to read the Code of Conduct and sign an acknowledgement form every year. This document shall be reviewed annually by the Family Ministry Center and substantive edits to the document must be approved by the Session.

**Document #3: Reporting Protocol Document:** This document defines who is a mandated reporter under current MO law, what is required to report, and the steps are to be taken when reporting. This document shall be reviewed by the Family Ministry Center every year, paying special attention to any changes in the MO mandated reporter laws. Any change to this document must be made by session.

**Document #4: Child-Safe Procedures Document:** This Child-Safe Procedures Document is to be used in conjunction with the Code of Conduct. It provides additional, necessary details to how ministry staff will implement the policy and train volunteers. This document shall be under constant review and revision as we learn new or better ways to carry out ministry to children. There shall be one major review annually. Changes to this document can be made by the Family Ministry Center without session approval unless the changes involve revisions to the Policy Document, Code of Conduct, or Reporting Protocol.

## Document #1

### Child Protection Policies

Central Presbyterian Church (CPC) highly values children, community, and healthy intergenerational relationships. This document encompasses the administrative actions the session is bound to follow regarding such matters as who will be allowed to serve children, when permission to serve is revoked, following MO mandated reporting laws, communications to the congregation and community if there is an incident, and any other administrative matter revolving around Family Ministry. This is primarily a sessional document but should be made available for anyone to read. The Session will review this document annually in collaboration with the Director of Family Ministries and the Family Ministry Center. This document can be edited only by a vote of the full Session.

*Note: For the purposes of this document, the words “child” and “children” refer to individuals birth through high school.*

1. CPC's ongoing commitment to child-protection should be evident to all those who worship, serve, and visit here. The most current child-safe documents shall be made available in following ways:
  - posted on the CPC website and/or on MyCentral.
  - linked on posters in restrooms around campus.
  - in print form upon request.
  - regularly highlighted in Family Ministries newsletters.
  - print version provided to all new member packets.
  - carefully explained with all new staff and volunteers.
  - annual training and review for all returning Family Ministry staff and volunteers
2. CPC addresses child safety through careful screening and supervision of all activities involving children. Anyone who is known or determined to have committed abuse at any time during his/her adult life is not eligible to serve with children as a staff or volunteer. Anyone who has committed abuse before the age of 18 will be evaluated on a case-by-case basis, considering such factors as age, nature of the offense, acknowledgement of responsibility, and effective treatment.
3. If CPC is asked for a reference for anyone whose service or membership was terminated due to a violation of our Code of Conduct, CPC will disclose the reasons for termination. Further, if CPC becomes aware that a former employee or volunteer of CPC who was dismissed works with children in another organization, CPC will seek legal counsel on our duty to warn the organization by making that organization aware of the reasons for CPC's termination of employment of the individual.
4. Failure to follow the Child Protection Policy or Code of Conduct will result in disciplinary action up to and including termination of employment, if on staff. If a volunteer, such failure will result in the exercise of church discipline by the

session and according to the Book of Order and documentation for the volunteer.

5. If it is determined that a staff person has violated our Code of Conduct, he/she will not be allowed to voluntarily resign but will have his/her employment terminated.
6. CPC staff and volunteers will comply with all Missouri Mandated Reporting laws. Staff and volunteers are required to follow the CPC Mandated Reporter Protocol.
7. CPC will deal with all concerns and issues of child safety immediately and with transparency. When a report of abuse is made involving a member of staff or a volunteer at CPC, our Church leadership shall communicate to the congregation the fact that an incident has occurred, that the appropriate authorities as required by law have been contacted, and that steps to protect children have been taken. All communications will be as transparent as possible without violating the rights of privacy of those involved and without interfering with law enforcement's investigation of that incident.
8. No portion of this policy can be amended by any individual, nor can any individual grant permission to deviate from this policy. Any change to this policy must be granted only by a vote of the Elders and no one else.

*Document Approved by* \_\_\_\_\_

*Date:*

## **Document #2:**

### **Code of Conduct**

This document describes the general boundaries adults are to maintain when working with children of all ages. All volunteers, new and returning, who work with children shall be required to read the Code of Conduct and sign an acknowledgement form every year. This document shall be reviewed annually by the Family Ministry Center and substantive edits to the document must be approved by the Session.

*Note: For the purposes of this document, the words “child” and “children” refer to individuals aged birth through high school.*

### **Accountability**

When working with children, all adult leaders are responsible for giving and accepting feedback from others, encouraging parent involvement, and maintaining a safe leader-to-child ratio.

It is our expectation that all adults understand their responsibility to be careful observers of all interactions involving children. When inappropriate, unsafe, or clearly unwelcome, interaction is observed, all leaders are required to intervene. Such intervention may include:

- Speaking up and/or acting immediately when you observe the violation of any child-safe policy.
- Drawing closer to provide a sense of safety or help
- Redirecting the child to a safer area

Engaging as volunteer or staff in Family Ministries implies given permission for all other leaders to take these intervening actions when perceived as necessary.

All leaders will be quick, thorough, and proactive when communicating with parents about planned activities, curriculum, and anything that may affect their child's well-being. Parents shall be encouraged to make unannounced visits to program activities as a way of reducing isolation and monitoring the interactions between adults and children.

Ministry staff are responsible for periodically and randomly inspecting classrooms, offices, work areas, and other areas where children and adults are together.

### **Visibility**

All work with children shall be observable. Adults shall not be in a private space alone with a child, or in any area of our campus that is secluded or hidden from view.

If a child needs assistance for personal hygiene, the assigned caregiver will provide what the child needs. Such interactions should remain as visible as possible, while honoring common sense and propriety. In these situations, the adult should always seek as much accountability as possible from other adults and submit a Restroom Assistance Report immediately or within 6 hours. See p. 24.

If an unexpected situation arises when a leader finds him/herself alone with a child, he/she will call for support from another adult and/or walk the child to a nearby area with sufficient accountability and visibility. When such a situation occurs, volunteers will inform the appropriate ministry staff leader such situations can be avoided in the future.

### **Overcoming Isolation.**

When working with children and unless it's unsafe to do so, leaders shall make every effort to promote familial and community relationships. Leaders will not encourage isolation or alienation of children from their parents, peer groups, or the broader church. Some examples of isolating behaviors are:

- keeping “secrets”
- showing favoritism
- giving special gifts to any individual child without permission from a parent/guardian
- exclusionary behavior or encouraging cliques
- joining in or expressing criticism of parents/guardians, pastors, or peer groups
- promoting individual meetings over group gatherings
- discouraging parent/guardian presence at programming and/or special events

### **Communication**

Our goal is for all communication with children to be appropriate and life-giving. Such communication prohibits shaming, belittling, humiliating, name calling, manipulation, cursing, or using harsh language that may frighten, threaten, or shame the child. Inappropriate verbal interaction includes lewd or sexual jokes, making sexually suggestive comments, telling inappropriate secrets, or discussing personal sexual encounters or desires with children.

When children raise spontaneous questions about their body and/or sexuality, CPC staff/volunteers will provide age-appropriate answers that adhere to CPC's Biblical Sexuality Statement.

Digital Communication. Like personal communication, we require all digital communication with children to have observability, accountability, and overcome isolation. Please see the Procedures Document for best practices regarding digital communication with children.

### **Touch**

CPC recognizes that children have an inherent need for healthy affection. We desire to meet that need by requiring that all touch between an adults and children be appropriate, observable, welcome, and communicate dignity. Some examples of healthy affection are:

- high-fives/fist bumps
- pats on the shoulder or arm
- brief hugs

CPC prohibits the following touch:

- any touch that is unwanted by a child
- corporal punishment, including grabbing, hitting, slapping, pinching and shaking
- sexual abuse, including touching any private parts
- any intimate or unusual touch, such as touching stomach or thighs
- tickling
- wrestling
- prolonged hugs
- lap sitting (for ages 3 and older) \*

\*Brief and observable lap-sitting is permitted during PEEPs.

All staff and volunteer leaders will avoid doing things of a personal nature for children that they are able to do for themselves, including personal hygiene, dressing, etc. CPC discourages staff and volunteers from carrying/holding children over the age of 3 years old, except in cases of emergency.

## **Discipline**

Corrective discipline will be used to gently teach and form, rather than to punish. Discipline shall never include grabbing, slapping, hitting, shaming, yelling at, or belittling a child.

## **Food**

Community meals and fun snacks are a regular part of ministry and an effective way to build community. Leaders must not offer food or drink of any kind without first checking about allergies and clearing with other team leaders.

Preschool and elementary programs will proactively indicate allergies on nametags and must not rely on any child to communicate his/her, allergies correctly.

Parents are responsible for keeping leaders informed about their child's allergies. All Family Ministry programming will provide a place for parents to communicate allergies on all registration forms.

## **Reporting of Abuse or Neglect**

When anyone has reason to suspect, receives disclosure of, or has knowledge of child abuse or neglect within the scope of CPC's ministry, he or she must make a report according to our reporting protocol. This includes abuse that happens while engaged in church activities or abuse that takes place outside the church, such as at school or home. The Reporting Protocol is outlined on pp 10-12.

**Code of Conduct Acknowledgement Form**  
***Adult Leaders***

- ☐ I acknowledge that I have read and agree to follow the Central Presbyterian Church's (CPC) Code of Conduct. I have also read and agree to abide the CPC 's Reporting Protocol. In addition, I agree it is my responsibility to read and comply with any future updates to all our child protection documents when provided by the Family Ministry Staff.
- ☐ I affirm that I have never engaged in any inappropriate activity with a child, including child abuse. I also affirm that if I have been accused of and/or investigated for child abuse, I will disclose this to Family Ministry Director or a Pastor and will provide documentation of the outcome of the accusation and investigation. I understand that this disclosure will be shared with the Family Ministry Center or Session as confidential information.
- ☐ I further agree that as an individual who has gained trust from a child or parents, I will not engage in or tolerate physical, emotional, or sexual child abuse or neglect.
- ☐ I understand the importance of accountability when working with children. Therefore, I give my permission for anyone who observes any inappropriate or questionable interaction between me and a child to speak to me regarding their observations. I will not take offense when approached by someone with concerns about my interactions, because I understand that the protection of each child must be my priority.
- ☐ I agree to immediately report any level of suspicion of or disclosure of inappropriate behavior between an adult and a minor or between two minors when one has any kind of power over another in accordance with our Reporting Protocol.

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

Role: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_



**Code of Conduct Acknowledgement Form**  
***Student Leaders***

- ☐ I acknowledge that I have read and agree to follow the Central Presbyterian Church's (CPC) Code of Conduct. I have also read and agree to abide the CPC 's Reporting Protocol. In addition, I agree it is my responsibility to read and comply with any future updates to all our child protection documents when provided by the Family Ministry Staff.
- ☐ I further agree that as an individual who has gained trust from a child or parents, I will not engage in or tolerate physical, emotional, or sexual child abuse or neglect.
- ☐ I understand the importance of accountability when working with children. Therefore, I give my permission for anyone who observes any inappropriate or questionable interaction between me and a child to speak to me regarding their observations. I will not take offense when approached by someone with concerns about my interactions, because I understand that the protection of each child must be my priority.
- ☐ I agree to immediately report any level of suspicion of or disclosure of inappropriate behavior between an adult and a minor or between two minors when one has any kind of power over another in accordance with our Reporting Protocol.

Student's Signature: \_\_\_\_\_

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

Student's Printed Name: \_\_\_\_\_

Parental Approval Signature: *"I have read and discussed this Code of Conduct with my child and approve their participation."*

Parent Signature: \_\_\_\_\_

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

Family Ministry Staff Approval: \_\_\_\_\_

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

*Document Approved by* \_\_\_\_\_

*Date:*

## Document #3:

### Reporting Protocol

For correct reporting, Central Presbyterian Church (CPC) has established the following protocol:

1. **Report all known or suspected abuse directly to the Missouri Department of Social Services (DSS) hotline number within 24 hours of the original disclosure or suspicion.** Reports can be made by phone at **1-800-392-3738**.

By Missouri law, all adults who are employed or volunteer with children are required to report abuse/neglect when they have reasonable cause to suspect. Failure to make a report of reasonable suspicion of abuse is a misdemeanor offense and punishable by law.

Making a report to DSS does not constitute an accusation of abuse. Making a hotline call simply means you are requesting that a professional hear your concern and determine if abuse has occurred or not.

Immediately following all hotline calls related to CPC ministry, the reporter will give a verbal report to the Director of Family Ministry or CPC Pastor. All further steps are outlined in our Child Protection Policy Document.

2. **Report all violations of our Code of Conduct** to the Director of Family Ministry within 24 hours of the violation. Reports can be made verbally, but then must be followed by a formal Code of Conduct Report. All further steps are outlined in our Child Protection Policy Document. Code of Conduct reports are included here, can be provided by the Director of Family Ministry, are available on the Church website and on signage around campus. QR Code linked to form is here:



3. **Report things that simply “Don’t Seem Right”** to the Director of Family Ministry as soon as possible. We value the intuition of everyone in our CPC community. Sometimes we can sense danger even when there isn’t clear abuse or Code of Conduct violations. Anyone who witnesses or hears of something in relation to someone else’s emotional, spiritual, or physical health that just “doesn’t seem right” or that can be described as concerning is expected to err on the side of caution and speak up. Reports of this nature can be made verbally and followed up by an Intuition Report. The Director of Family Ministry will work with FM leaders and/or pastors to discern a wise response to all such reports, while upholding confidentiality and safety of all involved parties. Intuition reports are included here, can be provided by the Director of Family Ministry, are available on the Church website and on signage around campus. QR Code linked to form is here:



**Reporting Form for  
Code of Conduct Violations  
and Intuition Reports**

This form is for reporting violations of Central Presbyterian Church's Child Safety Code of Conduct.

This form is also for reporting child-safe behavior that "just doesn't seem right". We value the intuition of everyone in our CPC community. Sometimes we can sense danger even when there isn't clear abuse or Code of Conduct violations.

NOTE: This is NOT the place to report known or suspected child abuse or neglect. Please see #1 in Reporting Protocol (p 9) if you know of or suspect abuse or neglect.

In the space below, please carefully record the Code of Conduct Violation or behavior related to child safety that "just doesn't seem right" at CPC that you observed:

Date and Time of Report: \_\_\_\_\_

I need to report:

- ☐ An observed violation of CPC's Child Safety Code of Conduct
- ☐ Something related to child-safety at CPC that "just doesn't seem right"
- ☐ I'm not sure which of the above to choose

Using the most detail possible, please make your report in the space on the reverse side:

If you're willing to be known and contacted about your report, please include your name and preferred contact information here (not required).

Name

---

Phone and or Email:

---

All further information related to child-safety and reporting are outlined in our Child Protection Policy Document, located on Central Presbyterian's website.

Please submit all forms to \_\_\_\_\_, Director of Family Ministries.

Feel free to contact \_\_\_\_\_ with questions or concerns. (phone).

*Document Approved by* \_\_\_\_\_

*Date:*

## Document #4:

### Child-Safe Procedures Document

This Child-Safe Procedures Document is to be used in conjunction with the Code of Conduct. It provides additional, necessary details to how ministry staff will implement the policy and train volunteers. This document shall be under constant review and revision as we learn new or better ways to carry out ministry to children. There shall be one major review annually. Changes to this document can be made by the Family Ministry Center without session approval unless the changes involve revisions to the Policy Document, Code of Conduct, or Reporting Protocol.

### Screening:

CPC will screen every person who works with children using the following tools:

Volunteer Screening*	Adult Leader	Helping Hand	Youth Volunteers (under 18 yrs)	Trip Chaperone
Role	Regular Teaching & Shepherding	Assisting regular leaders. No formal teaching/discipleship	Helping Hands or Intern Leaders	Teaching, Shepherding, and/or Group Leader for the duration of the trip
Screening Team	Family Ministry Center	Family Ministry Staff	Family Ministry Staff	Family Ministry Center
Supervision/ Accountability	Staff	Adult Volunteer Leader or Staff	Adult Leader and/or Staff	Adult Volunteer Leader or Staff
Age	19+	16+	3+ years older than the age group they are serving	19+
Church Engagement	Church Membership- or with special permission from FM Center	Waiting period** or parent/guardian of child in group	Up to discretion of FM Staff	Church Membership at CPC or with pastoral reference from home church
Application w/ References	Yes –in Appendix A and <a href="#">on MyCentral</a>	No	For overnight trips only	Yes –in Appendix A and <a href="#">on MyCentral</a>
Bkgr Check	Yes –in Appendix B and <a href="#">on MyCentral</a>	Yes –in Appendix B and <a href="#">on MyCentral</a>	No	Yes –in Appendix B and <a href="#">on MyCentral</a>
Code of Conduct Commitment	Yes – policy pp 8 and in <a href="#">MyCentral</a>	Yes – policy pp 8 and in <a href="#">MyCentral</a>	Yes – policy p 9 and <a href="#">in MyCentral</a>	Yes policy pp 8 And in <a href="#">MyCentral</a>
Formal Interview	Yes: questions in appendix C	No	For overnight trips only	Yes: questions in appendix C
Digital Footprint Scan	Yes: see policy p 15	No	No	Yes: see policy p 15
Statement of Alignment	Yes: in appendix D and <a href="#">on MyCentral</a>	No	No	Yes: in appendix D and <a href="#">on MyCentral</a>

\*No deviation from the screening process is allowed without unanimous approval from the Family Ministry Center Team. No volunteer candidate will move forward in the screening process without unanimous approval from the appointed screening team.

\*\*Waiting period = known and engaged in our community for 6 months

### Volunteer Application

Blank FM Applications will be made accessible in CPC database (MyCentral), in Appendix A of this policy, and on the website. Submitted applications will be carefully managed and stored by the Director of Family Ministries. The application may be revised by the Family Ministry Center. At the minimum, the following information will be requested on the Family Ministry Application Form.

- Full name
- Current Address
- Contact Information
- Brief testimony of saving faith in Jesus Christ
- Relationship to CPC (membership, visitor, etc)
- Provide two personal references with contact information

### Criminal Background Checks:

Blank Background Check forms will be made accessible in CPC database (MyCentral), and in Appendix B of this policy. Submitted Background Check forms will be kept confidential and carefully stored by the Business Office. At the minimum, criminal background checks will include social security verification, national criminal search, and sex offender registries search. CPC will use an outside, professional organization for all criminal background checks. Currently, that organization is Protect My Ministry.

The following statements are included in our Policy Document and will serve as the basis for granting or denying permission to work with children in reference to information obtained in a background check.

*Policy Statement #2: CPC addresses child safety through careful screening and supervision of all activities involving children. Anyone who is known or determined to have committed abuse at any time during his/ his/her adult life is not eligible to serve with children as a staff or volunteer. Anyone who committed child abuse before the age of 18 will be evaluated on a case-by-case basis, considering such factors as age, nature of the offense, acknowledgement of responsibility, and effective treatment.*

*Policy Statement #3: If CPC is asked for a reference for anyone whose service or membership was terminated due to a violation of our Code of Conduct, CPC will generally disclose the reasons for termination. Further, if CPC becomes aware that a former employee or volunteer of CPC who was dismissed works with children in another organization, CPC will seek legal counsel on our duty to warn the organization by making that organization aware of the reasons for CPC's termination of employment of the individual.*

### Formal Interview:

All adult volunteer candidates who apply to serve as a key leader in a discipleship role or for an overnight event will be formally interviewed by at least two members of the Family Ministry Center.

The interviewing team will work together to discern the candidate's calling, gifts, commitment, instincts, etc. by asking him/her the designated interview questions listed in Appendix C of this policy. The interviewing team has the authority to expound on or add to that list of questions, as they deem necessary.

Volunteer candidates will move forward in the screening process only with the unanimous approval of his/her screening team.

#### References:

All adult volunteer candidates who apply to serve as a key leader in a discipleship role or for an overnight event will provide at least two personal references during the screening process.

The interviewing team will work together to contact the two primary references listed on the volunteer application and ask the questions listed in Appendix C of this policy. The interviewing team has the authority to expound on or add to the list of questions, as they deem necessary. The screening team may also contact other individuals to provide additional information about the candidate's gifts, calling, or character.

Volunteer candidates will move forward in the screening process only with the unanimous approval of his/her screening team.

#### Digital Footprint Scan:

All adult volunteer candidates who apply to serve as a key leader in a discipleship role or for an overnight event will be subject to a digital footprint scan.

The interviewing team will work together to scan the candidate's online presence by Googling the person's name, and/or searching for his/her public profiles on major social media platforms (Facebook, Instagram, Twitter, TikTok). The purpose of this step is to scan for anything that would link the volunteer candidate with incidents or behavior that indicate that he/she would be an unsafe leader.

#### Statement of Alignment:

All adult volunteer candidates who apply to serve as a key leader in a discipleship role or for an overnight event will be asked to commit to teaching and modeling beliefs that are consistent with those of Central Presbyterian Church.

Blank Statements of Alignment will be made accessible in CPC database (MyCentral) and in Appendix D of this policy. Submitted applications will be carefully managed and stored by the Director of Family Ministries. The Statement of Alignment may only be revised by the Session.

## **Training**

CPC believes thorough and mandatory training is necessary to create a safe environment for children and the adults who work with them.

### Initial training for new adult staff and volunteers:

CPC will use an outside, professional organization for all initial child-safe training. Currently, that organization is??? (Protect My Ministry, Stewards of Children-Darkness to Light?) Also included in this initial training will be a thorough review of all of CPC's child protection documents, especially the Code of Conduct and Reporting Protocol. Acknowledgement of the completion of all required trainings will be kept on file. The Family Ministry Staff Team will work together to provide training for all new volunteers.

### Regular training refresher for adult staff and volunteers:

In the fall, at the beginning of every ministry year, all staff and volunteer leaders will participate in a child-safe refresher course. This refresher course will include, but not be limited to, a review of the Code of Conduct which requires an annual acknowledgement signature, the Reporting Protocol, and any other necessary reminders about child-safety. The Family Ministry Staff Team will work together to provide refresher volunteer training.

### Youth Volunteer Training:

Every youth volunteer will be trained in our Youth Volunteer Code of Conduct document and sign an acknowledgment form. When appropriate, student volunteers may also be asked to participate in a Stewards of Children training or similar type of prevention training. The Staff Ministry Leader will be responsible for training all youth volunteers in his/her ministry area.

## **Registration and Attendance**

Through a formal or informal registration process, Family Ministry staff will collect relevant registration information for all children who attend CPC activities and programs such as: the child/family name, emergency contact information, any health concerns, allergies, etc. All such information will be documented on a registration form or that group's attendance list.

It is CPC's responsibility to supervise all children while in their care and keep accurate records of attendance available at all times. At least one adult leader will be assigned to monitor the drop-off/pick-up area to ensure accurate attendance at all times and to immediately document all special drop-off and pick-up instructions on the attendance list.

Parents of all ages are responsible for informing their child's ministry leaders of special instructions for drop-off and pick-up. If an unexpected/unknown person arrives to pick up a child, the leaders will ask for ID and/or confirm the pick-up plan with parents.

Children in middle school and older may check themselves in and out of weekly programming. For special events involving middle and high school students, FM staff are responsible for communicating check in/out policies to parents and students.



## **Supervision and Oversight**

Supervision and oversight of all interaction between children and adults and between children is necessary in creating a safe environment for ministry.

The Family Ministry Staff Team shall work together to ensure that all planned activities involving children are carried out with sufficient accountability and visibility. All staff and volunteer leaders are accountable to one other for upholding the Code of Conduct. Staff ministry leaders are responsible for the supervision and oversight of the volunteers and programming in their specific ministry area.

## **Leader-to-Child Ratios**

Without sufficient accountability and clear visibility, a leader-to-child ratio of 1:1 is prohibited in all formal and informal programming involving children. For all large and small-group programming, the minimum leader-to-child ratio will be:

- Infant to 2 years old: 1:4
- 2-year-olds: 1:8
- 3–5-year-olds: 1:10
- Age 5 and older: 1:16

## **Auxiliary Volunteers**

Auxiliary volunteers will be used only when extra helpers are necessary to maintain order and safety for children. Auxiliary volunteers may be asked to serve last-minute in an unexpected vacancy in Family Ministry to maintain safety and control.

In the event an auxiliary volunteer is needed, every effort will be made by Staff or Volunteer Leaders to review the Code of Conduct with the auxiliary volunteer. Auxiliary volunteers shall never be put in a supervisory role but must work under the direction of an adult staff or volunteer leader who has completed all the training required to work with children. When such a situation occurs, leadership will assess why insufficient adult supervision happened and determine how to avoid such situations in the future.

## **Cleanliness**

In pursuit of a healthy and safe environment, all leaders will complete the following tasks before and/or after each class/event:

- Clean and disinfect all tables and play surfaces
- Make sure all supplies and toys are stored in an orderly manner
- Make sure all food, coffee, snacks, etc. are put out of reach or stored correctly
- Report any maintenance or other cleaning that needs to be done in that space to a FM Staff member

## **Diapering/Personal Hygiene**

When assisting children of any age with using the restroom or with any form of personal hygiene, CPC leaders will adhere to the previously explained standards of

accountability, visibility, and avoiding isolation. Specifically, we follow the guidelines below:

- Only staff members are allowed to change diapers. Diaper changing must only be done on the designated diaper changing tables.
- Gloves must be worn when changing diapers. Hands must be washed in the designated “dirty sink” immediately following diaper changing.
- Soiled diapers are to be wrapped in the changing table paper and placed immediately in trash can/diaper genie with a lid. The changing table is to be wiped down using the three step process (soapy water, then clean water, and finally bleach water) between each diaper change. Any trash bags containing dirty diapers is to be placed in the hallway at the close of each session. Cloth diapers are allowed, but the parent is to provide a bag for placing the soiled diapers in. We do not rinse out cloth diapers.
- Parents are responsible for keeping all staff/volunteer leaders informed of their child’s personal hygiene needs and potty-training status. CPC will assume all children over the age of 5 are potty-trained.
- In all children’s ministry areas, including the Student Center, leaders must check to make sure all restrooms are clear of adults before programming begins.
- Parents are regularly encouraged to take their children to the restroom before dropping them off with staff or volunteer leaders.
- All multi-stall restrooms in children’s areas must be clearly labeled as a child restroom and cleared before programming begins. Adults are encouraged to avoid child restrooms during programming time, if possible. If an adult needs to use a children’s restroom during programming, he/she must inform a nearby staff/volunteer leader before entering so no children will be allowed to enter until the adult exits.
- If a potty-trained child needs to use the restroom, a leader will maintain a line of sound or sight with the restroom at all times and be mindful of who and how long children are inside.
- If a child’s restroom trip is taking longer than seems necessary, the leader will notify another leader, and then check on the child by calling from the doorway. If the child requires assistance inside the restroom, the other leader will quickly notify the other leaders of the situation before entering the restroom.
- Leaders who assist potty-trained children in restrooms must submit a Restroom Report within 6 hours.

**Family Ministry Restroom Assistance Form**  
**Age 5 and Older**

**Child's Name/Age or Grade** \_\_\_\_\_

**Adult Leader's Name** \_\_\_\_\_

Dear Parent/Guardian,

Your child needed some help in the restroom today. He/she asked for assistance, and I was able to help him/her by:

---

My team and I can attest that I followed all our child-safe guidelines while helping in this area, including those related to restroom assistance.

This form is for the purpose of good parent partnership. If you have additional questions or concerns about this report or about our restroom policy, please contact a Family Ministry staff member (checked below).

Additional comments:

Signed,

\_\_\_\_\_ (Adult leader\*) Date \_\_\_\_\_

*\*Adult leader: Send a photocopy of this form to the Director of Family Ministries by the end of programming on the date listed above.*

**Ministry Area Staff Member:**

- ☐ Karen Brown- Director of Family Ministry [kbrown@centralpres.com](mailto:kbrown@centralpres.com)
- ☐ Becky Hall- Elementary Coordinator [bhall@centralpres.com](mailto:bhall@centralpres.com)
- ☐ Taylor Bruce- Pastor of Student Ministry [tbruce@centralpres.com](mailto:tbruce@centralpres.com)

## **Communication**

Our goal is for all personal and digital communication with children to be effective and life-giving. We encourage all adults to engage children through appropriate methods of communication.

All adults are expected to practice appropriate communication with children.

Inappropriate verbal interaction is prohibited and includes the following: shaming, belittling, humiliating, name calling, manipulation, cursing, or using harsh language that may frighten, threaten, or shame the child.

Inappropriate verbal interaction also includes lewd or sexual jokes, making sexually suggestive comments, telling inappropriate secrets, or discussing personal sexual encounters or desires with children.

When children raise spontaneous questions about their body and/or sexuality, CPC staff/volunteers will provide age-appropriate answers that adhere to CPC's Biblical Sexuality Statement.

Digital Communication. Like personal communication, digital communication with children must have observability, accountability, and be life-giving. Adults will follow the following guidelines for all digital communication with children:

- Redirect frequent, light-hearted, attention-seeking communication to a group message.
- Redirect any lengthy or sensitive messages from a child to a planned, in-person meeting. All in-person meetings must have accountability, visibility, and follow the Code of Conduct.
- If a child states or hints at self-harming, criminal, or other behavior that's immediately dangerous, the adult must contact 911 and the child's guardian immediately, then the Director of Family Ministry and/or CPC pastor.
- Report all sexually explicit digital communication to the parent/guardian, the Director of Family Ministries, and/or a CPC Pastor.
- All individual and group digital communication with children must not be erased or deleted and must be made available for review upon request by the ministry leader. Adult leaders should refrain from using digital communication apps that automatically delete content.

## **Transportation**

The following guidelines will be followed when transporting children:

- Written parent permission must be in place. Written permission may include group text messages that include a staff member.
- A child must never be alone in a car with a staff member/volunteer.
- The driver must travel directly to the destination as planned with no last-minute/impulsive stops.
- The driver must refrain from using a cell phone while driving children.

## **Individual Discipleship**

Like Jesus, CPC values large group, small group, and individual discipleship. Individual discipleship is mostly, but not exclusively, practiced in Student Ministry (middle and

high school). The following practices are to encourage healthy one-on-one relationships between students and their leaders:

- Youth leaders/volunteers may pursue and meet with individual students for the purpose of checking in or following up.
- Individual discipleship will always be after receiving written parent permission.
- Individual discipleship will be made equally available to all students.
- As in group ministry, leaders will always maintain accountability and visibility while meeting with individual children. For example, an adult leader might invite a student to a busy coffee shop, park, or mall. (See transportation guidelines.) Individual discipleship meetings in a private residence are prohibited unless in common/observable areas of the student's home and with a parent present.
- Leaders/volunteers will inform his/her direct supervisor and the Director of Family Ministries of any 1:1 discipleship arrangement beforehand.

### **Appropriate Relational Boundaries**

CPC values all community-building activities and events. To foster a healthy and safe community, we must guard against the abuse of spiritual authority as well as the negative impact of staff burnout. For these reasons, CPC prohibits all paid Family Ministry staff members from engaging in-home babysitting with the children currently in their area of family ministry. This applies to PEEPs teachers with all PEEPs children and Family Ministry staff with all children in high school and younger.

This restriction does not apply to staff members who have a close personal relationship with a family before coming on staff. Staff members who are parents of CPC children may host the peers of their own children in their homes.

## **Illness and Injury**

### **Illness**

It is our desire to provide a healthy and safe environment for all the children at CPC. Parents are encouraged to be considerate of other children when deciding whether to place a child in the care of CPC. Children who are observed by staff/volunteers to be ill will be separated from other children and the parent/guardian will be contacted to pick up the child immediately.

In general, children with the following symptoms should NOT be dropped off:

- Child has nasal discharge (thick or continual clear discharge, green, or yellow).
- Child has vomited or had diarrhea within the last 24 hours.
- Child has been on an antibiotic for less than 24 hours.
- Child has a fever or has been on fever-reducing medicine within the last 24 hours.
- Child has an unexplained rash or showing signs of pinkeye or any type of infection.

### **First Aid**

Every ministry floor/area will have a centrally located and designated area for first aid supplies. FM Staff will make sure all leaders have easy access and are aware of all first aid supplies, including Medical Incident Forms (page 22).

First Aid Supply Locations:

- Children's Church: At the check-in table
- Nursery: In each nursery room and Director's office
- KidCentral (pre-K – 5<sup>th</sup> grade) – On counter near sink/kitchen
- Student Center: In kitchen cabinet, labeled "first aid"

First Aid supplies will also be accessible for off-campus ministry events. Supplies will be kept and managed by FM staff or by the staff appointed designee of that special event.

### **Medication**

Through event and programming registration forms, Family Ministry staff will solicit relevant medical needs from parents, including any medicines to be administered while in CPC's care. No medications will be administered to children in CPC's care without written parent permission.

Parents of children with potentially life-threatening conditions, such as asthma or severe allergic reactions, should specifically address their situation with the Family Ministry Director and their child's ministry leaders by completing a Specialized Plan of Action Form (see pp. 23 and 28).

All medications (otc and prescription) will be managed discretely by FM staff or by the staff appointed designee of that special event (eg. event "nurse"). Medications will be carefully administered according to the written parent instructions and in conjunction with dosage warnings on the original container.

## Accidental Injury

If a child is injured while in the care of CPC, the following steps should be followed:

- For serious injuries, an ambulance will be called immediately (911). Then, the child's parents and that ministry area's staff leader will be notified.
- In non-emergency situations, injuries requiring medical treatment beyond simple first aid, the parent/guardian will be contacted immediately, in addition to that ministry area's staff leader.
- For minor injuries, leaders will provide basic first aid (Band-Aids, etc.) as necessary.
- All serious and minor injuries will be documented on Medical Incident Report. (p 24) Medical Incident Reports will be shared with parents and the Director of Family ministries (photocopy) by the end of that day's programming.
- Leaders can access blank Medical Incident Report forms where first aid supplies are stored in their ministry area (p 20).
- The Director of Family Ministry is responsible for storing all submitted Medical Incident Reports in a shared, digital file. All Family Ministry staff members will have access to that file.

## Family Ministry Form for Medical Incidents

LEADER REMINDER: For life-threatening/emergency injuries, call 911 FIRST (see Accidental Injury policy p 21).

**Child's Name/Age or Grade** \_\_\_\_\_

**Adult Leader's Name** \_\_\_\_\_

Dear Parents:

We responded to your child's injury today in the following way/s:

NOTE: No OTC or prescription medicine will be given without parent written permission (see Medication policy p 20). Name and time of any medicine's administered today:

My team and I can attest that I followed all our child-safe guidelines while tending to your child's injury today.

This form is for the purpose of good parent partnership. If you have additional questions or concerns about this report or about Accidental Injury policy, please contact a Family Ministry staff member (checked below).

Additional comments (use reverse side, if needed):

Signed,

\_\_\_\_\_ (Adult leader\*) Date \_\_\_\_\_

*\*Adult leader: Send a photocopy of this form to the Director of Family Ministries by the end of programming on the date listed above.*

### Ministry Area Staff Member:

- ☐ Karen Brown- Director of Family Ministry [kbrown@centralpres.com](mailto:kbrown@centralpres.com)
- ☐ Becky Hall- Elementary Coordinator [bhall@centralpres.com](mailto:bhall@centralpres.com)
- ☐ Taylor Bruce- Pastor of Student Ministry [tbruce@centralpres.com](mailto:tbruce@centralpres.com)



## Family Ministry Specialized Plan of Action Form

*This document communicates a cooperative plan to care for a child with serious and/or life-threatening needs. This form must be completed during a meeting with the child's parents, leader/s, and the Family Ministry Director in attendance. See policy p 28 for more information.*

Child's Name and D.O.B. \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Staff Leader/s \_\_\_\_\_

Date \_\_\_\_\_

Nature of child's need:

Detailed plan of action (use reverse side for extra space):

Emergency Contact/Information Needed to Execute Plan- in order of importance (use reverse side for extra space):

### Signed and reviewed by:

Parent/Guardian/s: \_\_\_\_\_

☐ We give permission to share this plan of action to all adult leaders while our child is in CPC's care.

Ministry Area Staff Member: \_\_\_\_\_

Director of Family Ministries: \_\_\_\_\_

Other ministry leaders: \_\_\_\_\_

All parties agree to review and adjust this plan: ☐ Yearly ☐ Other (see below):

## Indicators of Abuse

Indicators are common signs of possible abuse or neglect. All who work with children should be aware of indicators of child abuse and neglect.

No child will exhibit all the physical or behavioral indicators listed, and some of the indicators are contradictory. The presence of these indicators does not necessarily mean that a child is being abused or neglected. These Indicators should be used only as a general guide.

**Physical Abuse Indicators:** Consider the possibility of physical abuse if you notice:

- Frequent injuries of any kind (e.g., bruises, cuts, fractures, burns), especially if the child is unable to provide an adequate explanation of the cause of injury.
- Injuries may appear in distinctive patterns such as grab marks, human bite marks, cigarette burns, or impressions of other instruments.
- Injuries that present on both sides of the head or body, as accidental injuries typically only affect one side of the body.

**Emotional and Spiritual Abuse Indicators:**

- A pattern of bed-wetting or bed-soiling that has no medical cause and is not age appropriate.
- Frequent psychosomatic complaints.
- Severe developmental gaps.
- Severe symptoms of depression, anxiety, withdrawal, or aggression.
- Severe symptoms of self-destructive behavior
- Is overly compliant, too well-mannered, obsessively neat and clean.
- Displays extreme attention-seeking inhibition while at play.
- Copies negative behavior and language used at home while at play

**Neglect Indicators:**

- Begs, steals, hoards food, or complains frequently of hunger.
- Obviously malnourished, listless, or fatigued.
- Is consistently dirty or has severe body odor.
- Lacks sufficient clothing for the weather.
- Suffers an untreated illness, injuries, health (e.g., unfilled cavities), or serious educational needs.
- Regularly has broken or missing eyeglasses, hearing aid, or other necessary aids or equipment.
- Is inappropriately left unsupervised.
- Abuses alcohol or other drugs.

## **Definition of Terms:**

**Abuse:** This is a misuse of authority and power to gain advantage over another for personal gain in an abusive, exploitative, and unjust manner. Abuse, in any form, will not be tolerated by CPC.

**Adult:** For the purposes of this document, the words “adult” refers to an individual over the age of 18 and out of our Student Ministry.

**Auxiliary Volunteer:** In the unlikely event that a leader does not show up or the number of children participating in a program exceeds the number of adults needed to maintain safety and control, the church may ask for additional volunteers who have not been screened to help on a one-time basis. These will be known as auxiliary volunteers. See **p. 12** for supervision and oversight of Auxiliary Volunteers.

**Child:** For the purposes of this document, the words “child” and “children” refer to individuals birth through high school, typically 18 years or younger.

**Code of Conduct Violation Report:** The form adults will use when reporting violations of our Code of Conduct or other suspicious adult/child interactions. Code of Conduct Reports can be found in the Reporting Document. They are also made available by request from the Director of FM, on the Church website, or on signage around campus with a QR code.

**Emotional Abuse:** Behaviors that harm a child’s self-worth or emotional well-being. Repeated patterns of damaging interactions between caregivers and child. Examples of emotional or psychological abuse are name calling, belittling, shaming, rejection, withholding love, threatening, etc.

**Family Ministry Center:** This is a group consisting of engaged parents, Family Ministry staff, and Family Ministry volunteers who serve as an advisory committee for all Family Ministry Staff. The Family Ministry Center (FMC) approves all curriculum and policies. The FMC also provides input and perspective for major events and programming changes regarding children in high school and younger.

**Family Ministry Director:** The person on staff who directs and manages all ministry for children in high school and younger. The current Family Ministry Director is \_\_\_\_\_.

**Helping Hand/ Junior Leader/Intern:** These terms describe a volunteer who is tasked with providing occasional help with an event or program in a role that doesn’t involve Bible teaching or discipleship. Volunteers in this role must always be under adult leader’s supervision and guidance and at least 3 years older than the age group they are serving. See screening section for additional requirements.

**Intuition Report:** A form adults can use when they sense a child (or any vulnerable person) is in danger, but there isn’t clear abuse or Code of Conduct violations. This form is for anyone who witnesses or hears of something in relation to someone else’s emotional, spiritual, or physical health that just “doesn’t seem right” or can be described as concerning. We expect all CPC adults to err on the side of caution and speak up on behalf of the vulnerable among us. Intuition reports are included in the Reporting Document. They are also made available by request from the Director of FM, on the Church website, or on signage around campus with a QR code.

**Indicators:** Indicators are common signs of possible abuse or neglect.

**Mandated Reporter:** A mandated reporter is anyone required by MO law to immediately report to Missouri's Department of Social Services (DSS) any reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect. Note: Reasonable cause to suspect means a standard of reasonable suspicion, rather than conclusive proof. All Family Ministry staff and volunteers at CPC are mandated reporters. We also consider all CPC members who have taken covenantal vows on behalf of our children to be mandated reporters.

**Ministry Area Director/Coordinator:** The staff member who oversees a specific age group within the Family Ministry program. The current Family Ministry Program Leaders are:

\_\_\_\_\_ Director of Family Ministries  
Christine Vandervoort: Nursery and PEEPs cvandervoort@centralpres.com  
Jenny Smith: Early Childhood Coordinator (Pre-K) jsmith@centralpres.com  
Becky Hall: Elementary Coordinator (K-5) bhall@centralpres.com  
Taylor Bruce: Pastor of Student Ministry (6<sup>th</sup>-12<sup>th</sup> grades) tbruce@centralpres.com  
Matt Woodson: Assistant Director of Student Ministry mwoodson@centralpres.com  
Ari Dayoub: Student Ministry Coordinator adayoub@centralpres.com

**Medical Incident Form:** A medical event refers to any physical injury or any other situation that involves the physical health of a child. All medical events will be properly documented and communicated to the parents or guardian. See pp. 20-22. All serious and minor injuries will be documented on Medical Incident Report. (p 22) Medical Incident Reports will be shared with parents and the Director of Family ministries (photocopy) by the end of that day's programming. Leaders can access blank Medical Incident Report forms where first aid supplies are stored in their ministry area (p 20). The Director of Family Ministry is responsible for storing all submitted Medical Incident Reports in a shared, digital file. All Family Ministry staff members will have access to that file.

**Neglect:** The failure to provide parental care or control, subsistence, education as required by law, or other care necessary for a child's physical, mental, or emotional health or morals; the failure to provide a child with adequate supervision necessary for such child's well-being; or the abandonment of a child by his/her parent or guardian.

**Potty Trained Child:** a child who can very consistently use the restroom, manage clothing, and wash hands without assistance. CPC assumes all children over the age of 5 are potty-trained and can use the restroom without assistance.

**Physical Abuse:** Any non-accidental physical injury (ranging from minor bruises to severe fractures or death) because of grabbing, pushing, punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person who has responsibility for the child. Such injury is considered abuse regardless of whether the caregiver intended to harm the child or not. In Missouri, physical discipline, such as spanking or paddling, may be used by a caregiver if there is no physical injury to the child. Note: CPC will never under any circumstance include any form of physical discipline on a child.

**Restroom Assistance Form:** A brief form to communicate with parents and document when a potty-trained child required assistance with personal hygiene in the restroom. Restroom Assistance Forms will be shared with parents (in person) and with the Director of

Family ministries (photocopy) by the end of that day's programming. Leaders can access blank Medical Incident Report forms where first aid supplies are stored in their ministry area (p 20). The Director of Family Ministry is responsible for storing all submitted Restroom Assistance reports in a shared, digital file, with all Family Ministry staff members having access to that file. Leaders can find blank Restroom Assistance Forms with the first aid supplies designated for each ministry area. See p 19.

**Sexual Abuse:** The exploitation of a child for the sexual gratification of an adult or older child. Child sexual abuse includes fondling, sodomy, rape, sex-trafficking, indecent exposure and exhibitionism, exposure to pornography or using the internet as a vehicle for exploitation. Note: Consent is NOT a factor when sexual activity involves children.

**Shepherd:** A staff or volunteer leader who is tasked to provide small-group or individual discipleship.

**Special Event Leader:** This is an adult who is specifically trained and screened to serve as a chaperone and/or shepherd only during a special or overnight event. All Special Event Leaders must be 19 or older. See screening section for additional requirements.

**Specialized Plan of Action Form:** This is a document that clarifies and communicates a cooperative plan to care for a child with serious and/or life-threatening needs. This plan will contain important instructions for responding to that child's specific needs, for communication between all involved parties, and for regular review. All Specialized Plans of Action forms will be completed and signed during a meeting with the child's parents, leader/s, and the Family Ministry Director in attendance. The ministry area staff members will be responsible for ongoing communication of the plan to all team leaders in that child's ministry area. All current Specialized Plans of Actions will be kept in a neon orange folder—along with any required medicines or supplies- in that child's ministry area/classroom during programming, then in a secure location during off-hours. The Director of Family Ministry is responsible for storing all submitted Specialized Plans of Action in a shared, digital file, with all Family Ministry staff members having access to that file. Blank forms can be found on p 23.

**Spiritual Abuse:** Defined as abuse administered under the guise of religion. Including, but not limited to:

- Use of religious ideology, precepts, tradition, or sacred texts to harm a child.
- Compelling a child to engage in religious acts against his/her will.
- Abuse that occurs in a religious context (e.g., church).
- Abuse perpetuated by a religious leader (e.g., pastor).
- Invocation of divine authority to manipulate a child into meeting the needs of the abuser.

**Staff:** Anyone who is employed by Central Presbyterian Church (CPC), either part-time or full-time.

**Teacher:** A staff or volunteer leader who is tasked to provide large-group instruction.

**Volunteer:** Anyone who freely offers to work with children and who has received permission to serve after completion of the screening process. See screening section for CPC's volunteer screening process.

**Volunteer Assistant Leader:** This is a regular volunteer whose instruction and shepherding to children is always under staff or volunteer leader supervision. All Volunteer Assistant Leaders must be 16 or older. See screening section for additional requirements.

**Volunteer Leader:** This is a regular and experienced volunteer who is tasked with providing instruction and/or shepherding to children within staff-approved guidelines and prepared curriculum. All Volunteer Leaders must be 19 or older. See screening section for additional requirements.

## **Appendix A**

### **Family Ministries Volunteer Application**

Dear Potential Volunteer,

Thanks for being willing to share your gifts with our church family.

All volunteers who desire to work with our kids and students are required to have a completed application on file.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Street: \_\_\_\_\_

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

Gender (M/F): \_\_\_\_\_ Marital Status: \_\_\_\_\_

**What is your relationship with Central Presbyterian Church?** (Check one): I'm a member

\_\_\_ I've been visiting for longer than 6 months \_\_\_ I've been visiting for less than 6 months \_\_\_

**To what age group/s are you called to serve?** (Check one):

Nursery (0-2) \_\_\_ Early Childhood (3-4): \_\_\_ Elementary (Kdg – 5<sup>th</sup> grade): \_\_\_

Middle School (6<sup>th</sup> – 8<sup>th</sup> grades): \_\_\_ High School (9<sup>th</sup> – 12<sup>th</sup> grades): \_\_\_ Not Sure: \_\_\_

**Do you have children/grandchildren that currently attend Family Ministries programming?**

If so, please list their names and ages: \_\_\_\_\_

\_\_\_\_\_

**In a brief paragraph, please outline your spiritual journey, including when you received Jesus Christ as your Savior:**

**Why do you want to volunteer? What experience/gifts do you have in this area?**

---

**In the space below, please list two people who can confirm your experience/gifts in this area.**

**Give contact information for each person listed:**

---

---

**When are you willing/able to serve?** Please check all that apply:

Sunday Mornings: \_\_\_\_ Wednesday nights: \_\_\_\_ Special Events: \_\_\_\_ Other: \_\_\_\_

**Describe any condition or preference that might restrict or prevent you from performing certain activities involved in the volunteer position (i.e. lifting toddlers, handing an emergency, steps, etc.)** \_\_\_\_\_

---

**Other concerns/questions:**

---



## Appendix B

### **Central Presbyterian Church Confidential Background Check Authorization – Family Ministry**

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Maiden/Former Name(s): \_\_\_\_\_

Do you reside in the city or the county of St. Louis: City County

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City/ZipCode)

Previous Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City/ZipCode)

Previous Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City/ZipCode)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Drivers License Number/State: \_\_\_\_\_

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

The information contained in this application is correct to the best of my knowledge. I hereby authorize Central Presbyterian Church and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include but is not limited to the following areas: verification of social security number, current and previous residences, employment history, education background, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions, driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Central Presbyterian Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

Central Presbyterian Church and its designated agents and representatives shall maintain all Information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited, to addresses, social security numbers, and dates of birth.

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

## Appendix C

### **Standard volunteer candidate interview questions (adult):**

1. What are some of the experiences you have had that deal with volunteering/serving with kids/youth directly? With leading a team?
2. What about volunteering as a key leader sounds attractive to you?
3. What gifts do you have that might contribute to this ministry?
4. What would you need from the staff and/or your volunteer team to flourish as a key leader?
5. How would you go about building relationships with kids/parents in this setting?
5. Do you have any questions about the CPC Child Protection Policy? Have you ever been involved in any way of child abuse or neglect?
6. If you observed or sensed that someone on your volunteer team was violating our Child Safe policy, how would you respond?
9. As a key leader, much of ministry involves ministering to/communicating with parents. Do you feel comfortable with this side of ministry – why or why not?

### **Questions for Checking References:**

1. How long have you known \_\_\_\_\_ and in what capacity?
2. Can you speak to \_\_\_\_\_'s work with kids/youth?
3. Do you think \_\_\_\_\_ would be a good fit for volunteering with special CPC kids' programs like spring storm, kids' night out, etc.? Why or why not?
4. Do you have any concerns about \_\_\_\_\_ volunteering with kids/youth at CPC? If so, what are those concerns?
5. Are you aware of any incident when \_\_\_\_\_ was involved in any kind of abuse or neglect?
6. Is there anything else our committee should know about \_\_\_\_\_ as we consider him for a family ministries volunteer position?

## **Appendix D**

### **Family Ministry Volunteer Statement of Alignment**

As a Family Ministry leader at Central Presbyterian Church, I commit to teaching and modeling beliefs that are consistent with that of the church in all areas.

**First and foremost, I promise to uphold the essentials of Reformed theology as listed below:**

1. The Bible, the infallible Word of God, the sixty-six books of the Old and New Testaments, is a complete and unified witness to God's redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks.
2. We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son, and Holy Spirit. To Him be all honor, glory and praise forever!
3. Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross a sacrifice for our sins according to the Scriptures. On the third day He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
4. The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us, empowers and imparts gifts to us for service. He instructs and guides us into all truth, and seals us for the day of redemption.
5. Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, thereby justifies them in His sight.
6. The true Church is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ.
7. Jesus Christ will come again to the earth-personally, visibly, and bodily-to judge the living and the dead, and to consummate history and the eternal plan of God.
8. The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. He calls us to a life of self-denying love and service.

These Essentials are set forth in greater detail in the Westminster Confession of Faith.

**Additionally, I promise to uphold CPC's teaching of sexuality as outlined below:**

1. God is the architect and Lord of human sexuality, and thus God alone has sovereign authority to define us and to regulate our sexual practice according to his good purpose.
2. God has designed and commanded marriage to be a life-long relationship between one man and one woman.
3. Physical sexual intimacy is a good gift of God designed to occur between one man and one woman in the context of marriage, to glorify God by the mutual encouragement of the husband and wife, for procreation, and for the strengthening of the family. Therefore, physical sexual intimacy and desire should only be expressed in the context of a marital relationship as described above.
4. God creates human beings as either male or female. Gender is an objective gift received from God our Creator and rooted in the nature of our bodies. Gender is not merely a matter of cultural ideas and customs or a purely subjective sense of personal identity.
5. People who find themselves desiring to be a person of the opposite sex should rather accept their Creator's wise providence by seeking to live according to their biological sex\* given at conception.

**Note: If you feel you cannot commit to these teachings as a Family Ministry volunteer at this time, please exit this form and contact the Staff member over your ministry area and/or the Director of Family Ministries.**

If you **are willing to** commit to the above teachings, please sign your name below. In doing so, you are expressing your commitment to uphold, teach, and model the above affirmations as a Family Ministry volunteer.

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