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Protecting the Bride of Christ

Child Protection Policies

For the Children's and Youth Ministries at Covenant Presbyterian Church

What is our purpose for having Child Protection Policies?

We, at Covenant/Alianza Presbyterian Church, have been called to care for our children and to honor the name of Christ. To this end, these policies have been developed to ensure a safe, loving environment where the Lord Jesus Christ is glorified and enjoyed by all His people. While we rely ultimately on the sovereign protection of our Lord, we also recognize that He has called us to exercise wisdom and prudence in our care for His children. It is our privilege to serve our King.

Where do these policies apply?

These policies apply to any activity that is formally sponsored by Covenant/Alianza in which adults and youth are working directly with children ages newborn through 18. This includes Nursery, Children's Church, Sunday School, Youth Group, Kids' Club, and any other events in which child care and activities for children are provided by the church.

While home groups and CPC Moms are ministries of the church, any child care provided is arranged by the parents as they would any other babysitting. Therefore, although they are encouraged by the church to exercise wisdom, they are not bound by CP (Child Protection) Policies of Covenant/Alianza, and the church is not responsible for events that may occur under the care of the sitter.

Who may serve in our Children's and Youth Ministries?

Approved Members* of Covenant/Alianza are invited and encouraged to work with the Children's and Youth Ministries. To receive this status, one must complete the following screening process:

- Be a member of Covenant/Alianza Presbyterian Church who has been attending for at least six months;
- Submit a "Children's Ministries Volunteer Application" or "Application for Youth Group Leader";
- Sign the Disclosure Statement;
- Complete a criminal records background check.

*If a member does not continue attending CPC regularly, yet wants to continue serving, he or she will fall under the exceptions policies.

Nonmembers who fall within the following exceptions:

Exception 1:

Persons who do not anticipate establishing a permanent residence in the area

(i.e. college students and missionaries), but are members of a PCA church, or those who are members of a gospel-believing church other than Covenant and have been regularly attending Covenant for at least six months.

Exception 2:

Persons who have been hired as employees of the church, or are volunteering for the express purpose of childcare (as in ESL babysitting), or assisting a child with special needs.

Exception 3:

Persons who desire to serve at Kids' Club, American Heritage Girls, Trial Life, Short-Term Missions and Vacation Bible School (or another one-time special event) and have: (1) passed all the child protection policy background screenings; (2) been baptized or are pursuing baptism; (3) demonstrated a credible profession of faith and have been a believer for at least 6 months; (4) been interviewed by two of the following – Members of the Committee for Exceptions, session members, officers, church ministry staff, any ministry leader approved the session and (5) agreed to follow our statement of faith.

To serve, each Nonmember Exception must submit to the following process:

- Submit a "Children's Ministries Volunteer Application" or "Application for Youth Group Leader";
- Provide a testimony unless a PCA church member;
- Complete and sign the Exception Agreement during the interview with the Commission for Exceptions (see Definition of Terms p. 6) unless a PCA church member;
- Sign the Disclosure Statement;
- Complete a criminal records background check.

Once all above requirements have been met, the Commission for Exceptions will meet to decide on approval. If applicant is approved, the applicant will receive "approved" status or "limited approval" status, depending on where/how they will be serving. "Limited approval" allows the volunteer to serve only in area(s) deemed appropriate. An "approved" status allows applicants to serve in any area of ministry with children.

Children of members of Covenant Presbyterian Church who are between the ages of 12 and 17 years may serve with Children's Ministries after being approved through the following screening process:

- Submit a "Children's Ministries Volunteer Application."
- Sign the Disclosure Statement (15 years of age and older).

Upon turning 18, the child of a member will be considered a nonmember and is encouraged to join the church and to complete the screening process as required for adult members.

Children of members of Covenant Presbyterian Church who are under the age of 12 years may serve alongside their parents as appropriate.

Elders, deacons, staff, and overseers of ministries providing childcare must complete a Disclosure Statement and a background check form.

Who may not serve in the Children's and Youth Ministries?

Nonmembers may not serve, but are encouraged to become members.

Unapproved members who have not completed the Child Protection process or have not been provisionally approved may not serve.

Ineligible persons having any pending accusation or conviction of a crime against a minor or anyone deemed "ineligible" by the Session may not serve with the Children's or Youth Ministries.

What are the provisions for special events?

Special events that occur in the church for a single occasion must abide by the following guidelines:

- Two approved adults must be present and have direct oversight of the children and youth. Other volunteers who have not yet been through the screening process may assist with the children and youth. Those deemed "ineligible" are excluded.
- Volunteers who have not been fully or provisionally approved may not have positions of authority or responsibility over the children and youth. They should never remove any child or youth from the presence of the approved volunteers.
- All volunteers must follow the procedural guidelines set forth in the "Children's Ministries Policies" and "Youth Group Policies."

What is the policy for giving children and youth rides to church?

It is not unusual for a non-related member or regular attender of Covenant/Alianza Presbyterian Church to provide rides for children who attend Covenant/Alianza activities. While we strongly encourage all members of Covenant/Alianza to become approved volunteers, Covenant/Alianza is not responsible for the agreements made between the parents or guardians of a child and those providing transportation.

Definitions of Terms

Approved Volunteer – Person whom the Session has approved to work with children and youth based on the information obtained in the screening process*

Child Protection Committee – Members include Director of Children’s Ministries, Ministry Support for Children’s Ministries, Pastor of Youth Ministries, Director of Congregational Care, Facilitating Pastor, Associate Director of Alianza Ministries.

Commission for Exceptions – Members include Director of Children’s Ministries, Pastor of Youth Ministries, Pastor of Cross-Cultural Ministries.

Disclosure Statement – Form on which the volunteer responds to questions about prior convictions and pending accusations of crimes, previous complaints filed against them for child abuse or neglect, as well as questions concerning personal struggles with emotional and physical boundaries with children; the contents of this form must be reviewed by the Director of Congregational Care.

Ineligible – Status applied to a person who has been determined by the Session to be unqualified to work with children and youth based on the information obtained in the screening process or through other means.

Limited Approved Volunteer – Allows the volunteer to serve only in area(s) deemed appropriate

Member – A person who has taken the Welcome to Covenant Class, been interviewed and approved for membership by members of the Session, who has taken vows before God to support the church in its worship and work, and attends regularly

National Criminal Records Background Check – Procedure used to check the background of volunteers for criminal activity.

Provisionally Approved Volunteer – Application has been viewed, disclosure form has been cleared, and the background check (if applicable) has been cleared, but reference letters have not been returned. This process takes no more than two weeks from the time the documents are turned in.

Sexual Abuse – Any contact or interaction (visual, verbal, or psychological) between a child/adolescent and an adult when the child/adolescent is being used for the sexual arousal, molestation, or gratification of the perpetrator or any other person (Allender, *The Wounded Heart*, Navpress, 1993)

** If a person leaves the area or the church for a period of six months or more, the screening process will be repeated before the person is eligible to work with the children again.*

Procedures for Working in Children's Ministries

In order to provide a safe, loving environment, volunteers must comply with the following procedures when working with the children newborn through 5th grade:

- **Two Child Protection approved adults** should always be present when ministering to children. In nursery and early childhood classrooms, at least one of those adults must be a woman. If one adult must leave the room, a parent should be asked to stay until the other adult volunteer returns. No adult should ever be alone with a child behind closed doors. Children ages 12 through 17 working with the children must be supervised by two approved adults. One exception for this is in the nursery. In the event that two adults are not available, one adult and one youth volunteer (age 15 or older) will be allowed.
- **Windows** of rooms should stay clear (not covered) so that outside views are not blocked.
- **Bathroom Policy**
 - For children younger than 1st grade:
Children using the bathroom in the nursery wing or the early childhood hall must be accompanied by an adult female. The door should be left ajar and the adult should wait outside the door. Adults should only enter if the child asks for assistance. Children using the bathroom in the children's wing main hallway must be accompanied by an adult who stays in the hallway or with the child in the bathroom, but not in the stall. If an adult must assist a child in the stall, when possible, notify another adult.
 - For children 1st through 5th grade:
Children should use the "buddy system" so that as one child needs to use the bathroom, another child of the same gender accompanies him or her to the children's wing hallway bathrooms.
- **Name tags** should be worn by all volunteers working with early childhood through 5th grade.
- **Nursery Safety:**
 - No one other than approved volunteers (and parents helping to settle their child) may enter the nurseries.
 - Parents or caregivers should check their child in at the check-in station, printing identification and pickup badges for each child upon arrival.
 - Identification stickers must be checked and matched before a child is released to an adult at pickup.
 - A child must not be removed from the nursery room for any reason other than when he or she is picked up by an adult caregiver to use the bathroom (see above policy).*

- **Early Childhood Safety (three-year-olds through Kindergarten):**
 - No one other than scheduled volunteers (and parents helping to settle their child) should enter the classroom.
 - Parents or caregivers should check in their child(ren) at the check-in station, printing identification badges for each child and caregiver upon arrival.
 - Identification stickers must be checked and matched before a child is released to an adult at pickup. Unless prearranged with the teacher, siblings under 18 are not allowed to pick up children.
 - Children should remain with their class at all times other than when they are picked up by their caregivers, or they need to use the bathroom.*
- **Off-Site Activities** must be approved in advance by the Director of Children's Ministries or the Associate Director of Alianza Ministries.
- **Discipline:**
 - Volunteers are expected to implement the procedures laid out in "Guiding Children's Behavior" when administering discipline. (see p. 11)
 - Hands should never be placed on another person's child in discipline (examples: spanking, grabbing arm or chin, etc.).
 - Words should be used to communicate love and grace, as well as for correction. However, children should never feel belittled or verbally assaulted by any volunteer.
 - If difficulties arise in the area of discipline, the area coordinator should be contacted as soon as possible to discuss appropriate methods of behavior management.
 - Reporting of any suspicious behavior should be given to the Director of Children's Ministries, the Director of Congregational Care, or a member of the Session who will in turn follow the reporting procedures.

** Children with special needs, who have a "special buddy," may at times be removed from the nursery or classroom by their special buddy for their benefit and the benefit of the other children, and with permission of their parents or guardians.*

Procedures for Working in Youth Ministry

In order to provide a safe, loving environment, volunteers must comply with the following procedures when working with the youth 6th grade through 17 years of age.

- Two Child Protection approved adults should always be present during Sunday School, Bible study, and all activities, except for those outlined below. If one adult must leave the room, a parent or other adult should be asked to stay until the other adult volunteer returns. No adult should ever be alone with a child behind closed doors.
- Windows of rooms should stay clear (not covered) so that outside views are not blocked.
- **Never be alone** with a youth of the opposite sex.
- **Providing Transportation**
 - When driving, all traffic laws and seatbelt rules are to be obeyed.
 - Parental permission must be obtained prior to transporting a youth to any location.
 - Transportation will be directly to the destination.
 - Youth will not be allowed to drive a volunteer's car.
 - Youth are not to provide transportation for other youth without prior permission from both sets of parents.
 - Volunteers are never to be alone in a car with a youth of the opposite sex without the expressed permission of a parent.
 - Volunteers may not provide transportation after midnight, unless it is a youth special event with prior approval.
- **One-on-One Time with Youth**

Adult volunteers are encouraged to make an effort to develop healthy one-on-one relationships with kids in the youth group. This must be done with great care and caution, and ALWAYS with permission of a parent. When seeking to spend time one-on-one with a youth, volunteers must:

 - alert the Pastor of Youth Ministries of the plans,
 - drive directly to the destination, and
 - meet in a parent approved location, preferably in a public space.
- **Overnight Retreats and Events**
 - Volunteers will speak with the Pastor of Youth Ministries to gain permission to plan an overnight event.
 - Volunteers will provide Pastor of Youth Ministries with written details including the purpose of the overnight event, and when and where the event will take place, a list of approved leaders, and a list of participants.
 - Volunteers will provide details to parents.

- Volunteers will obtain permission from parents (permission forms may be written with the assistance of the Pastor of Youth Ministries).
- Volunteers will not be traveling after midnight.
- **Movies and Entertainment**
 - Volunteers will use discernment when viewing movies with youth and will obtain approval from the Pastor of Youth Ministries.
 - Parents will be informed of any movie which will be viewed by youth.
 - Words, thoughts, and actions need to reflect Christ. Youth workers must be careful concerning the activities in which they partake, and about which they discuss, including movies, social media, CD's, books, video games, language, and posters.
- **Humor**

Humor is an important tool in youth ministry, and should be seen as a means of making connections, engaging the minds of youth, and building relationship. Avoid all humor which is degrading for someone else, sexual in nature, or involves the use of harsh sarcasm. None of this is helpful for creating an environment of transparency and encouragement.
- **Counseling**

When in a counseling role with a youth, always protect confidentiality except in areas which demand parental involvement (such as sexual immorality, addictions, harm to self or others, eating disorders, etc.). When in doubt, consult the Pastor of Youth Ministries or the Director of Congregational Care.
- **Reporting Behavior**

Any suspicious behavior or concerns regarding either a leader's behavior, or a child's well-being should be reported to the Pastor of Youth Ministries, the Director of Congregational Care, or a member of the Session who will in turn follow the reporting procedures.

Guiding Children's Behavior

"Watch over your heart with all diligence, for from it flows the springs of life."

Proverbs 4:23

"Behavior is not the basic issue. The basic issue is always what is going on in the heart.

Remember, the heart is the control center of life."

Shepherding a Child's Heart, Tedd Tripp

Part of shepherding the children God has placed in our midst is discipline. Inevitably, there will be situations that arise when a child needs to be disciplined. The following guidelines have been adopted to direct children through this process.

- **Appropriate interactions and expectations** will reduce the incidence of behavior problems. Check the environment, are children being "set up" to misbehave? Sometimes, simple changes such as a change in the room structure can help steer the children towards appropriate behavior.
Example: If a child continues to play with the toys on a shelf during story, turn the shelves around so they face the wall.
- **Make sure children know expectations for behavior.** Expectations need to be stated clearly and simply.
Example: "Right now, we are listening to the story. You need to sit right here and look this way."
- **If inappropriate behavior occurs, state expectations and consequences.**
Example: "Blocks are for building, not throwing. If you throw the blocks again, you will not be allowed to use them."
- **Follow through with consequences.** Children will learn quickly they need to obey when you follow through every time.
- **Observe the child's behavior.** What is causing the behavior? Are the child's needs being met? If so, is there a sin that needs to be addressed?
Example: During story time, a child continues to talk even though you have directed him to sit quietly. Is it an issue of disobedience or has the story been extended beyond a practical amount of time?
- **If inappropriate behavior persists, you may need to separate the child from the group or situation for a quick time-out.** Time-outs should be one minute long for each year of the child's age (i.e. 4 minutes for a 4-year-old). A chair for a time-out should be placed in an unused area of the room, away from other children.

- **Communicate with the parents** when they pick up their child if it was necessary to use a time-out or other discipline.
- **Bring them back to the gospel!** Why are they doing what they are doing? We are all sinners in need of the saving grace of God! Take this opportunity to share with the child (at their level) the fact that they are sinners in need of that grace. Then pray with them for forgiveness and a changed heart.
- **If the child's behavior does not change, have an adult find the parent.** The parent should take the child from the room for appropriate discipline. It is the discretion of the teacher whether the child may return to the class.
- **Remember to extend grace to the child.** It can be easy to let previous behaviors affect the current situation. Aren't we glad God doesn't do that with us? This is a great opportunity to example the love and forgiveness of our Lord.

Responding to Allegations of Misconduct

Reporting

Mandatory Reporters: All Covenant/Alianza staff and Children/Youth volunteers are “mandatory reporters,” obligated by the laws of Virginia to report suspected neglect or abuse of a child.

1. **Accusation is reported to a director or a Pastor.** Serious misconduct involving a minor should be reported to the Director of Children’s Ministries, Pastor of Youth Ministries, the Associate Director of Alianza Ministries, or the Director of Congregational Care (DCC). That director will complete an Incident Report Form documenting the accusation.
2. **The director will report the accusation to Child Protective Services (CPS).** All conversations with CPS are to be documented on the same Incident Report Form.
3. **The DCC will be alerted as soon as possible. Parents will be notified at discretion of the DCC.**
4. **The accused is removed from working with minors.** This protects the child, as well as the reputation of the accused.
5. **The reporting director will notify the Director of Administration (DOA).**
6. **The DOA notifies Covenant Presbyterian Church’s attorney of the alleged offense. The attorney will advise when and if the insurance company needs to be notified.**
7. **Await the report from CPS as necessary.**
8. **Only Covenant Presbyterian Church’s appointed media spokesperson will speak with the press.**

Shepherding

The church is committed to the shepherding of all those affected by an accusation. As soon as an accusation is made, the Director of Congregational Care will seek to care for the alleged victim. After the accused has been interviewed by the legal authorities, the Director of Congregational Care will seek to care for the accused.

Alleged victim making allegation of misconduct:

- **Concerning his or her parent(s):** Two elders (one being the DCC) and a woman counselor or director will meet with the alleged victim to clarify information.

- **Concerning someone other than his or her parents(s):** Two elders (one being the DCC) and the alleged victim's parent(s) will meet together to clarify information. In addition, a woman counselor or director may be invited. At the discretion of the parents, the alleged victim may also attend this meeting.

A person other than the alleged victim making allegation of misconduct:

- **Concerning the alleged victim's parent(s):** Two elders (one being the DCC) and a woman counselor or director will meet with the alleged victim to clarify information. In addition, the one making the accusation (if comfortable and willing) may accompany the elders to this meeting.
- **Concerning someone other than alleged victim's parent(s):** Two elders (one being the DCC) and the alleged victim's parent(s) will meet together to clarify information. In addition, a woman counselor or director may be invited. At the discretion of the parents, the alleged victim may also attend this meeting. The one making the accusation (if comfortable and willing) may accompany the elders to the meeting.

Allegations Unsubstantiated by the CPS:

- After investigating the matter, the elders who are involved will seek to shepherd all parties through the reconciliation process.
- The one who was accused of misconduct may apply to work with minors at Covenant/Alianza.

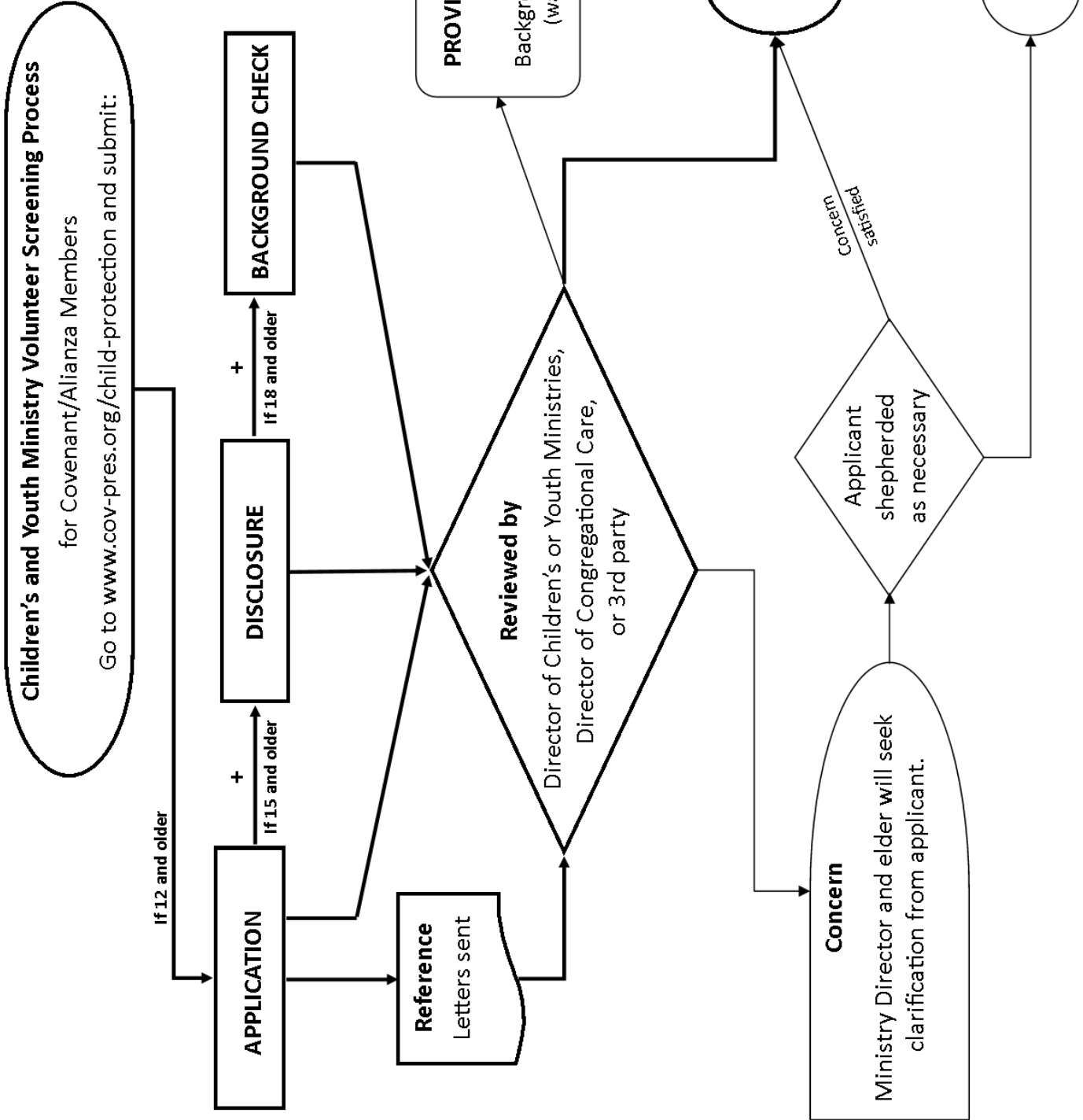
Allegations Substantiated by the CPS:

- The matter will be referred to the Session to begin proper shepherding of the victim and the victim's family, the offender, and the church.
- The offender will be restricted from any contact with minors at Covenant/Alianza.
- The congregation will be informed of the status of the investigation as deemed appropriate by the Session.

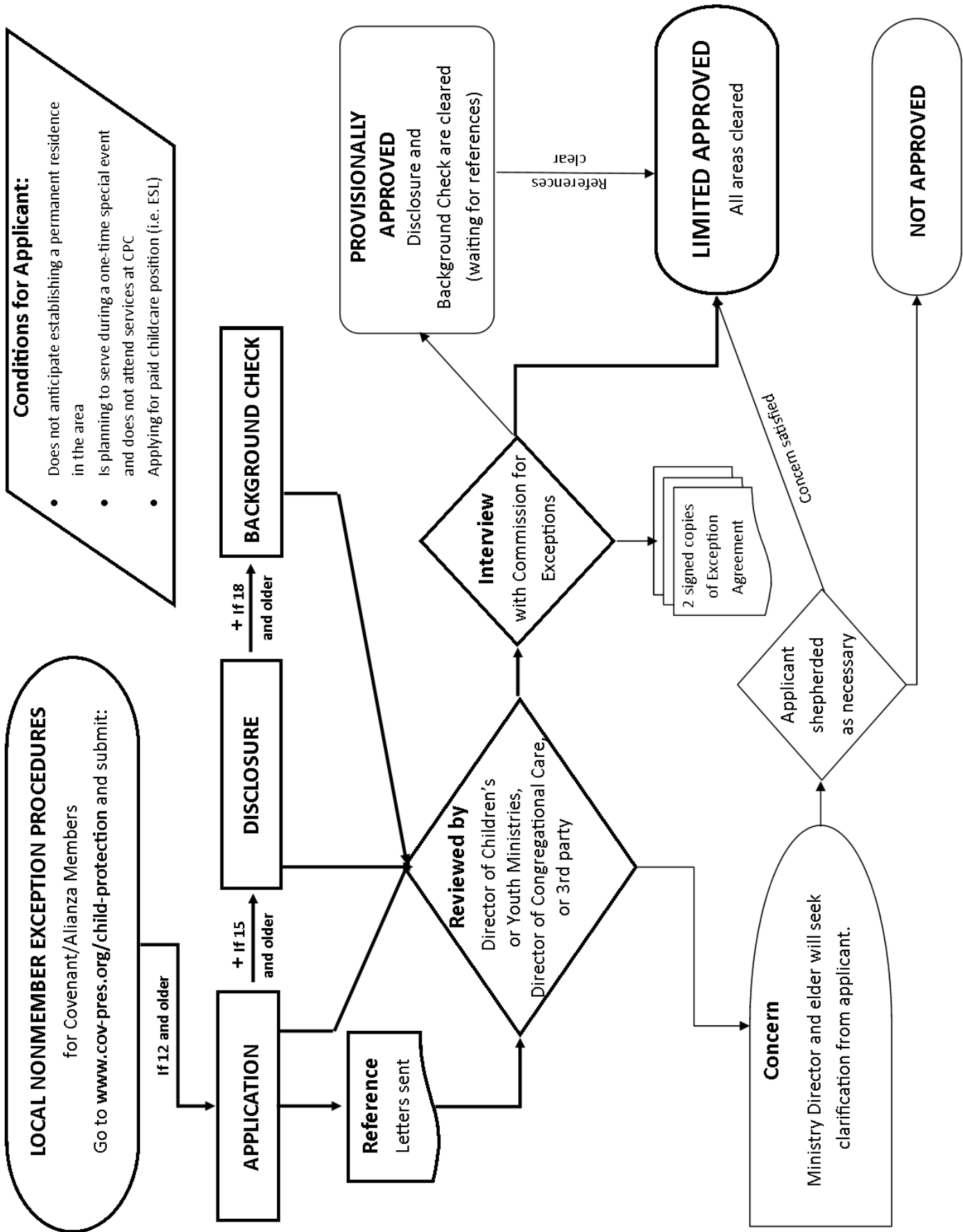
Questions persist regarding the allegation:

The alleged offender will remain suspended from working with children and youth at Covenant/Alianza until a definitive conclusion has been made. The Session will continue to investigate the allegations until a clear conclusion can be reached.

Volunteer Screening Process



Local Nonmember Exception Procedures



Children's Ministries Volunteer Application

Covenant Presbyterian Church

Church Offices, 32 Southgate Court, Suite 101, Harrisonburg, VA 22801
 Contact: Director of Children's Ministries (540) 433-3051 office@cov-pres.org

All information on this application will be kept confidential. If you have any questions about the application, please call or email. Please return the completed application and forms to the attention of Director of Children's Ministries.

Name _____ Primary Phone _____

Street Address _____

City/State/Zip _____ Home phone _____

E-mail _____ Work phone _____

Occupation _____ Birthday _____

Are you a member at Covenant? How long have you been attending? _____

If not at Covenant, are you currently a member of a church? If so, where and how long have you been attending? (Please give a contact name and phone number of someone at your church.) _____

* * * * *

If you are not a Covenant member, please attach a brief testimony of your Christian experience including how you came to know Jesus Christ as your Savior and how you maintain a close relationship with Him.

* * * * *

Why do you want to be involved with Children's Ministries at Covenant?

What areas of the Children's Ministries are you interested in working? (Check one or more)

- | | |
|--|---|
| ☐ Nursery | ☐ Special Buddy |
| ☐ Children's Church | ☐ Through the Roof |
| ☐ Sunday School | ☐ Vacation Bible School |
| ☐ Kids' Club - Mosby | ☐ Scouting Program (American Heritage Girls, Trail Life) |
| ☐ Kids' Club - Cedar Hill | ☐ Other: _____ |
| ☐ ESL Childcare | |

For Office Use Only

Date Submitted: _____

Distributed to Directors/Pastors of: ASP CM YM

9/15/21

What experience do you have working with children?

What other ministry experience have you had in the last five years?

List any special children's ministry related abilities or skills you have (music, storytelling, crafts, etc.).

Any additional comments that might be helpful:

Please give two references. Be sure to include an E-mail address and phone number to avoid us having to contact you. These references will be contacted within the next two weeks. References should be people who can attest to your character and, if possible, have observed your behavior and interaction with children. **Please only include references who are 18 or older and who are not members of your family.**

Name	Mailing Address/Phone	E-mail (required)	Relationship

All information on this application is confidential and will be used solely by the CPC staff for evaluative purposes only.

***I have read and agree to all Child Protection Policies and Children's Ministry Procedures. I am giving my authorization to Covenant Presbyterian Church to verify the information on this form and to contact my references.**

Name (please print)

Signature _____ Date _____

Covenant Presbyterian Church Children's Ministries



Assisting parents to nurture in children

~ a love of Jesus Christ ~ a deep reliance on the gospel of grace ~ and lives of joyful worship and witness

Applicants 15 years or older

DISCLOSURE STATEMENT

Please Print

The information on this form is confidential with the goals of protecting our children and shepherding an applicant as appropriate. This application will be seen by one designated elder appointed by the Session. In some instances, this elder may share information with the Session if the elder believes a child may be at risk. Note: answering 'yes' to any of the questions below does not necessarily disqualify you as a candidate but will provide an opportunity for shepherding if necessary.

Last Name	First	Middle	Maiden	Date of Birth	Age
-----------	-------	--------	--------	---------------	-----

Street Address	City	State	Zip Code
----------------	------	-------	----------

1. Have you ever been convicted of a crime against another person or are you the subject of pending charges of any crime against another person?

☐ Yes

☐ No

If yes or pending, please explain: _____

2. Have you ever been accused of sexual abuse towards someone under 18 years old? Sexual abuse is defined as any contact or interaction (visual, verbal, or psychological) between a child/adolescent and an adult when the child/adolescent is being used for the sexual arousal, molestation, or gratification of the perpetrator or any other person (Allender, The Wounded Heart, Navpress, 1993)

☐ Yes

☐ No

If yes, please explain: _____

3. Have you ever been accused of or been the subject of a founded complaint of child abuse or neglect?

☐ Yes

☐ No

If yes, please explain: _____

4. Do you currently or have you ever intentionally looked at child pornography?

☐ Yes

☐ No

If yes, please explain: _____

5. Do you struggle with knowing appropriate physical or emotional boundaries with children?

☐ Yes

☐ No

If yes, please explain: _____

Applicant signature required on reverse side; also include signature of parent or legal guardian if applicant is under 18 years of age.

Date Received: _____

I hereby affirm that the information provided on this form is true and complete. I understand that the information is subject to verification.

Name (please print)

Signature

Date

Signature of parent or legal guardian of applicant under 18 years

Date

Please return the completed application and forms to the church office.

Covenant Presbyterian Church Offices
32 Southgate Court, Suite 101
Harrisonburg, VA 22801
(540) 433-3051

Go to our website at www.cov-pres.org/child-protection/ and select “Online Background Check Link” to complete this online.

If you do not have access to a computer, you may fill this out and send it in the self-addressed envelope along with your application and disclosure.

Applicants 18 years or older

**Consent for Criminal Background Check
Authorization/Waiver/Indemnity**

I hereby give my permission to Covenant Presbyterian Church, Harrisonburg, VA to obtain information relating to my criminal history record. This authorization includes the use of a contracted third party who is not affiliated with Covenant Presbyterian Church to perform the background check on behalf of Covenant Presbyterian Church. The criminal history record, as received from the reporting agencies to the third party, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. The third party will filter the information received on the criminal background check and present only pertinent information to the church. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that the criminal background check will be performed within six months of signing this form. I understand that, if necessary, I will have an opportunity to review the criminal history as received by Covenant Presbyterian Church, Harrisonburg, VA and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge Covenant Presbyterian Church, Harrisonburg, VA, and each of their officers, directors, employees, and agents and hold them harmless from and against any and all causes and actions, suit, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of Covenant Presbyterian Church, Harrisonburg, VA) and any and all related attorneys' fees, court cost and other expenses resulting from any claim by me against Covenant Presbyterian Church, Harrisonburg, VA, related to the investigation of my background in connection with my application to become a volunteer/staff member.

Signature of Applicant

Date

Printed Name of Applicant

Social Security Number

Date of Birth

Street Address (students, permanent address please)

City

State

Zip Code

Office use only

Date Received: _____

Date Check Done: _____

Solicitud para Participar en Ministerios Infantiles

Covenant/*Alianza* Presbyterian Church

Oficina de la Iglesia, 32 Southgate Court, Suite 101, Harrisonburg, VA 22801
Encargada: Directora de Ministerios Infantiles (540) 433-3051 office@cov-pres.org

Se mantendrá confidencial toda la información en la solicitud. Si tiene cualquier pregunta acerca de esta solicitud, favor de contactar a la Directora de Ministerios Infantiles por teléfono o por correo electrónico. Después de llenar la solicitud, favor de enviarla a la oficina de la iglesia.

Nombre _____ Teléfono _____

Dirección Física _____

Ciudad/Estado/Código Postal _____ Celular _____

Correo Electrónico _____ Cumpleaños _____

Trabajo _____ Tel. del Trabajo _____

¿Es miembro de alguna iglesia? ¿Cuál? (Si no es *Alianza/Covenant*, favor de dar el nombre y número de alguien que podemos contactar en su iglesia) _____

¿Desde cuándo asiste a *Alianza/Covenant*? _____

* * * * *

Si no es miembro de *Alianza/Covenant*, favor de anexar un testimonio breve de su experiencia cristiana incluyendo cómo llegó a conocer a Cristo Jesús como su Salvador y cómo se mantiene en una relación estrecha con Él.

* * * * *

¿Por qué quiere participar en el trabajo del ministerio infantil de *Alianza/Covenant*? _____

¿Cuáles son las áreas del ministerio infantil donde desea Ud. participar? (Marque una o más)

- | | |
|---|--|
| ☐ Cuna | ☐ Amigo Especial (apoyo a niños discapacitados) |
| ☐ Iglesia Infantil | ☐ A través del techo (Through the Roof) |
| ☐ Escuela Dominical | ☐ Escuela Bíblica de Vacaciones |
| ☐ Club de Niños -Mosby | ☐ Programa de exploración (AHG, Trail Life) |
| ☐ Club de Niños - Cedar Hill | ☐ Otro: _____ |
| ☐ Cuidado de niños ESL | |

Para uso exclusivo de la oficina

Fecha de Entrego: _____

Distribuido a Pastores/Directores de: ASP CM YM

4/6/15

¿Tiene experiencia trabajando con niños? Describala.

¿Ha participado en otros ministerios en los últimos 5 años? ¿Cuáles?

Nombre cualquier habilidad o talento que Ud. tiene que pueda ser útil en el ministerio infantil (música, narración de cuentos, manualidades, etc.).

Otra información que podría ser útil:

Favor de proporcionar los datos de 2 personas que le recomendarían a Ud. Anote su dirección completa y su teléfono para que no tengamos que contactarle a Ud. Estaremos en contacto con estas dos personas dentro de las próximas dos semanas. Las personas deben ser gente que puede dar fe de su carácter y, de ser posible, que haya observado su comportamiento y su interacción con niños. Favor de incluir sólo a personas mayores a los 18 años y quienes no pertenecen a su familia.

Nombre	Dirección/Teléfono	*E-mail	Relación

Toda la información en esta solicitud es confidencial y sera usada solamente por los empleados de *Alianza/Covenant* para fines de evaluación.

*He leído y estoy de acuerdo con las Políticas de Protección al Menor y los Procedimientos de Ministerio Infantil. Autorizo a *Alianza/Covenant Presbyterian Church* a verificar la información en esta solicitud y a contactar a las personas que he anotado para proporcionar una recomendación.

Nombre (usar letra de molde)

Firma

Fecha

Ministerios Infantiles de Alianza/Covenant Presbyterian Church



Ayudando a padres a fomentar en los niños

~ amor por Jesucristo ~ una dependencia profunda en el evangelio de la gracia ~ y vidas de adoración gozosa y testimonio

15 años o
Declaración

Favor de llenar con letra de molde

La información en esta forma es confidencial y el propósito de la misma es proteger a nuestros niños y pastorear al solicitante de una manera apropiada. Esta solicitud será revisada por in anciano asignado por el consistorio. En algunos casos, este anciano podrá compartir información con el consistorio si él cree que un niño pueda estar en riesgo. Nota: Contestar "Sí" a alguna de las preguntas no necesariamente le descalifica como candidato al ministerio infantil, pero sí proveerá, de ser necesario, la oportunidad para apoyarle pastoralmente.

Apellido(s)	Nombre(s)	Apellido de Soltera	Fecha de Nacimiento	Cuántos años
-------------	-----------	---------------------	---------------------	--------------

Dirección	Ciudad	Estado	Código Postal
-----------	--------	--------	---------------

1. ¿Se le ha declarado culpable de algún crimen contra otra persona o tiene cargos legales pendientes por motivo de crímenes contra otra persona?

☐ Sí

☐ No

Si Ud. marcó "Sí", favor de explicar: _____

2. ¿Se le ha acusado de abuso sexual contra una persona menor a los 18 años? El abuso sexual se define como contacto o interacción (visual, verbal, o sicológico) entre un(a) niño(a) o adolescente y un adulto cuando el(la) niño(a) está siendo utilizado(a) para la excitación, el acoso, o la gratificación del autor o de cualquier otra persona.

☐ Sí

☐ No

Si Ud. marcó "Sí", favor de explicar: _____

3. ¿Se le ha acusado, o ha sido el sujeto principal, de una queja formal de abuso o negligencia contra niños?

☐ Sí

☐ No

Si Ud. marcó "Sí", favor de explicar: _____

4. ¿Ha Ud. mirado intencionalmente (actualmente o en el pasado) pornografía infantil?

☐ Sí

☐ No

Si Ud. marcó "Sí", favor de explicar: _____

5. ¿Le es difícil saber los límites apropiados (físicos y emocionales) que Ud. debe respetar con los niños?

☐ Sí

☐ No

Si Ud. marcó "Sí", favor de explicar: _____

Favor de firmar al lado reverso de la hoja. En caso de los menores de 18 años, se requiere además la firma del padre, de la madre, o del tutor.

Fecha de Recibido: _____

Por medio del presente, hago constatar que la información aquí provista es completa y verídica. Entiendo que la información está sujeta a verificación.

Nombre (Favor de escribir en letra de molde)

Firma

Fecha

Firma del padre o tutor en caso de los menores de edad

Fecha

Favor de enviar su solicitud a las oficinas de la Iglesia:

**Covenant Presbyterian Church
32 Southgate Court, Suite 101
Harrisonburg, VA 22801
(540) 433-3051**

12/10/08

Fecha Recibida: _____

Fecha del Verificación: _____

18 años o

Consentimiento para Verificación de Antecedentes Penales Autorización/Renuncia/Indemnización

Por medio de la presente, autorizo a Covenant Presbyterian Church de Harrisonburg, VA. a obtener información referente a posibles antecedentes penales míos. Este permiso incluye el uso de terceros contratados, no afiliados a Covenant Presbyterian Church, quienes realizarán una verificación en beneficio de Covenant Presbyterian Church de mis antecedentes penales. El expediente criminal será entregado de parte de agencias diversas al tercero, y podría incluir información de arrestos y acusaciones formales, tanto como confesiones negociadas de culpabilidad, adjudicaciones aplazadas, y conducto delincuente cometido como menor de edad. El tercero revisará la información recibida en la verificación de antecedentes penales y presentará únicamente la información pertinente a la iglesia. Entiendo que esta información será usada, en parte, para determinar mi elegibilidad para ocupar un puesto como voluntario o empleado con esta organización. Entiendo además que se hará la verificación de antecedentes penales dentro de seis meses, a partir de la fecha en que firmo este formulario. Entiendo que, de ser necesario, tendré la oportunidad de revisar una copia de la verificación de mis antecedentes penales entregada a Covenant Presbyterian Church en Harrisonburg, VA y existe un procedimiento disponible para aclaraciones si estoy en desacuerdo con la información recibida. Entiendo además que los antecedentes penales podrían contener información que se suponía ya eliminada.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge Covenant Presbyterian Church, Harrisonburg, VA, and each of their officers, directors, employees, and agents and hold them harmless from and against any and all causes and actions, suit, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of Covenant Presbyterian Church, Harrisonburg, VA) and any and all related attorneys' fees, court cost and other expenses resulting from any claim by me against Covenant Presbyterian Church, Harrisonburg, VA, related to the investigation of my background in connection with my application to become a volunteer/staff member.

Signature of Applicant

Date

Printed Name of Applicant

Social Security Number

Date of Birth

Street Address (students, permanent address please)

City

State

Zip Code

Office use only

Date Received: _____

Date Check Done: _____

Favor de enviar su solicitud a las oficinas de la Iglesia.

Youth Ministry Leader Applications

Student Leadership Application

Juniors and Seniors only

18 or older, need Child Protection Approval

Name: _____

Address: _____

Age: _____ Date of birth (month/day/year): _____

Home phone: _____ Cell phone: _____

E-mail: _____

Grade: _____ School: _____

1. Please attach a brief summary of your testimony. Include a specific explanation of what you are trusting in for your salvation and how you have grown since your conversion.
2. Briefly explain how one is reconciled to God.
3. What are your personal strengths and weaknesses?
4. How has God gifted you and how do you see Him using these gifts?
5. How have you been using these gifts in ministry?
6. Why do you want to serve?
7. How would you describe your walk with the Lord?
8. Are you aware of any areas of sin in your life that you are not actively confessing and repenting of?
9. Please give a one or two sentence statement of your view on:
 - a. Alcohol
 - b. Dating

- c. Tobacco
 - d. Illegal drugs
 - e. Pre-marital sex
 - f. Homosexuality
 - g. Abortion
10. Are you a member of Covenant?
 11. Have you been baptized?
 12. What areas of the youth ministry would you like to serve in? (Refer to commitment sheet.)

Please give two non-family references who are 18 or older:

Name	Mailing Address/Phone	E-mail	Relationship

All information on this application is confidential and will be used solely by the CPC staff for evaluative purposes only.

I have read and am willing and ready to commit to the ten Student Leader commitments.

I have read and agree to all Child Protection Policies. I am giving my authorization to Covenant Presbyterian Church to verify the information on this form and to contact my references.

Name (please print)

Signature

Date

***Please return the completed application and forms to the church office
to the attention of the Youth Pastor.***

**Covenant Presbyterian Church
32 Southgate Court, Suite 101
Harrisonburg, VA 22801
(540) 433-3051**

Applicants 15 years or older

DISCLOSURE STATEMENT

Please Print

The information on this form is confidential with the goals of protecting our children and shepherding an applicant as appropriate. This application will be seen by one designated elder appointed by the Session. In some instances, this elder may share information with the Session if the elder believes a child may be at risk. Note: answering 'yes' to any of the questions below does not necessarily disqualify you as a candidate but will provide an opportunity for shepherding if necessary.

Last Name	First	Middle	Maiden	Date of Birth	Age
-----------	-------	--------	--------	---------------	-----

Street Address	City	State	Zip Code
----------------	------	-------	----------

1. Have you ever been convicted of a crime against another person or are you the subject of pending charges of any crime against another person?

☐ Yes

☐ No

If yes or pending, please explain: _____

2. Have you ever been accused of sexual abuse towards someone under 18 years old? Sexual abuse is defined as any contact or interaction (visual, verbal, or psychological) between a child/adolescent and an adult when the child/adolescent is being used for the sexual arousal, molestation, or gratification of the perpetrator or any other person (Allender, The Wounded Heart, Navpress, 1993).

☐ Yes

☐ No

If yes, please explain: _____

3. Have you ever been accused of or been the subject of a founded complaint of child abuse or neglect?

☐ Yes

☐ No

If yes, please explain: _____

4. Do you currently or have you ever intentionally looked at child pornography?

☐ Yes

☐ No

If yes, please explain: _____

5. Do you struggle with knowing appropriate physical or emotional boundaries with children?

☐ Yes

☐ No

If yes, please explain: _____

Applicant signature required on reverse side; also include signature of parent or legal guardian if applicant is under 18 years of age.

Date Received: _____

I hereby affirm that the information provided on this form is true and complete. I understand that the information is subject to verification.

Name (please print)

Signature

Date

Signature of parent or legal guardian of applicant under 18 years

Date

***Please return the completed application and forms to the church office
to the attention of the Youth Pastor.***

**Covenant Presbyterian Church Youth Ministry
Application for Youth Group Leader**

(Former Student Leaders answer highlighted questions)

32 Southgate Court, Harrisonburg, VA 22801 Phone: (540) 433-3051
e-mail: office@cov-pres.org

All information on this application will be kept confidential. If you have any questions about the application, please call or e-mail the Youth Pastor.

Please return the completed application and forms to the church office to the attention of the Youth Pastor.

Personal Information

Name _____ Date _____

Home Address _____

City/State/Zip _____

Home Phone (____) _____ Cell Phone (____) _____

Employer (if applicable) _____ Position _____

Work Phone (____) _____ Email Address _____

Birthday (month/day/year) _____ Name of School _____ Year in School _____

IN THE INTEREST OF YOUR TIME, PLEASE KEEP ALL ANSWERS BRIEF.

Background Information

- 1) Who is Jesus Christ to you?

- 2) Why is the Church important?

- 3) How is a person reconciled to God?

- 4) List any hesitations you might have concerning the leadership.

- 5) What would you hope to learn or gain from this experience?

- 6) What is your definition of a servant?

- 7) List the other activities you are committed to and the approximate hours per week they will require.
- 8) Briefly describe your church background.
- 9) In what ways have you enjoyed serving within the Church?
- 10) Are you currently a member of a church? If so, where? (If not at CPC, please give a contact name and phone number of someone at your church.)
- 11) How long have you been attending Covenant?

Ministry and Leadership Experience

- 1) Describe the ministry experiences you've had in the last 5 years outside of youth ministry.
- 2) Describe your recent involvement with fellowships, churches, ministries and Bible studies.
- 3) What would you consider to be some of your strengths and weaknesses?
- 4) Describe a situation or organization in which you have taken leadership.
- 5) Why do you desire to serve as a Youth Group Leader with the Covenant Youth Ministry?
- 6) Would you be more interested in helping with the middle school or high school students? Why?
- 7) Have you ever led a small group Bible study? Would you be open to leading one?

Personal Testimony

Please attach a brief biographical sketch which should include (1) a testimony of how you came to know Jesus Christ as your Savior and (2) any significant stages in your spiritual growth and maturity.

Lifestyle

- 1) Describe your habits of personal discipline (physical, spiritual, timeliness, etc.).
- 2) State your position on the following:
Alcohol:

Dating:

Tobacco:

Illegal Drugs:

Premarital Sex:

Homosexuality:

Abortion:
- 3) Is there currently any sin in your life that you are not actively confessing and repenting of?
- 4) Working with Youth Ministry often involves transporting youth. Have you received a ticket(s) for any moving violations? If yes, please list and explain.

Additional Comments:

*Please return the completed application and forms to the church office
to the attention of the Youth Pastor.*

**Covenant Presbyterian Church Offices
32 Southgate Court, Suite 101
Harrisonburg, VA 22801
(540) 433-3051**

Applicants 15 years or older

DISCLOSURE STATEMENT

Please Print

*The information on this form is confidential with the goals of protecting our children and shepherding an applicant as appropriate. This application will be seen by one designated elder appointed by the Session. In some instances, this elder may share information with the Session if the elder believes a child may be at risk. **Note:** answering 'yes' to any of the questions below does not necessarily disqualify you as a candidate but will provide an opportunity for shepherding if necessary.*

Last Name	First	Middle	Maiden	Date of Birth	Age
-----------	-------	--------	--------	---------------	-----

Street Address	City	State	Zip Code
----------------	------	-------	----------

1. Have you ever been convicted of a crime against another person or are you the subject of pending charges of any crime against another person?

☐ Yes

☐ No

If yes or pending, please explain: _____

2. Have you ever been accused of sexual abuse towards someone under 18 years old? Sexual abuse is defined as any contact or interaction (visual, verbal, or psychological) between a child/adolescent and an adult when the child/adolescent is being used for the sexual arousal, molestation, or gratification of the perpetrator or any other person (Allender, The Wounded Heart, Navpress, 1993).

☐ Yes

☐ No

If yes, please explain: _____

3. Have you ever been accused of or been the subject of a founded complaint of child abuse or neglect?

☐ Yes

☐ No

If yes, please explain: _____

4. Do you currently or have you ever intentionally looked at child pornography?

☐ Yes

☐ No

If yes, please explain: _____

5. Do you struggle with knowing appropriate physical or emotional boundaries with children?

☐ Yes

☐ No

If yes, please explain: _____

Applicant signature required on reverse side; also include signature of parent or legal guardian if applicant is under 18 years of age.

Date Received: _____

I hereby affirm that the information provided on this form is true and complete. I understand that the information is subject to verification.

Name (please print)

Signature

Date

Signature of parent or legal guardian of applicant under 18 years

Date

***Please return the completed application and forms to the church office
to the attention of the Youth Pastor.***

Go to our website at www.cov-pres.org/child-protection/ and select “Online Background Check Link” to complete this online.

If you do not have access to a computer, you may fill this out and send it in the self-addressed envelope along with your application and disclosure.

Applicants 18 years or older
Consent for Criminal Background Check
Authorization/Waiver/Indemnity

I hereby give my permission to Covenant Presbyterian Church, Harrisonburg, VA to obtain information relating to my criminal history record. This authorization includes the use of a contracted third party who is not affiliated with Covenant Presbyterian Church to perform the background check on behalf of Covenant Presbyterian Church. The criminal history record, as received from the reporting agencies to the third party, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. The third party will filter the information received on the criminal background check and present only pertinent information to the church. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that the criminal background check will be performed within six months of signing this form. I understand that, if necessary, I will have an opportunity to review the criminal history as received by Covenant Presbyterian Church, Harrisonburg, VA and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge Covenant Presbyterian Church, Harrisonburg, VA, and each of their officers, directors, employees, and agents and hold them harmless from and against any and all causes and actions, suit, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of Covenant Presbyterian Church, Harrisonburg, VA) and any and all related attorneys' fees, court cost and other expenses resulting from any claim by me against Covenant Presbyterian Church, Harrisonburg, VA, related to the investigation of my background in connection with my application to become a volunteer/staff member.

Signature of Applicant

Date

Printed Name of Applicant

Social Security Number

Date of Birth

Street Address (students, permanent address please)

City

State

Zip Code

Office use only

Date Received: _____

Date Check Done: _____

*Please return the completed application and forms to the church office
to the attention of the Youth Pastor*

New Employee Instruction Sheet

Childcare Workers

Thank you so much for participating in this ministry to the children of families participating in our ELL classes! We hope that you find great joy in serving this way

Covenant is prepared to pay you \$10 per hour for childcare services to the ELL classes. You are responsible for recording the hours you have worked on a timesheet located in the ELL classroom. The ELL instructor will approve your hours and submit the timesheet to Kendal Butler, Director of Administration. You will be paid every other week (see payroll calendar) and your check will be mailed to your home address.

Included in this packet:

- Childcare Workers Employment Application
- W-4
- VA-4
- I-9 List of Acceptable Documents
- Website address for criminal background check
- Website address for disclosure form
- Payroll Calendar
- For non-members of Covenant Presbyterian Church:
 - Procedures for Making Exceptions for Local Non-members
 - Exception Agreement

Please complete the W-4 and VA-4 forms and return them to Kendal Butler at the church offices (32 Southgate Ct., Suite 201; 540-433-3051). While you are at the church office, you will be asked to complete an I-9 Employment Eligibility Verification form. This form requires specific forms of identification. Please bring either one document from list A OR one document from list B and one from list C.

In addition, Covenant performs a criminal background check on each employee. You will need to go to the church's website (www.cov-pres.org). Click on the Child Protection logo on the bottom right of the home page. Then click on "Online Background Check Link" and complete form. Click on "Disclosure Link" and complete form.

Once we have all the required documents signed and a satisfactory background check, you can look forward to working with the children!



32 SOUTHGATE CT., SUITE 101
HARRISONBURG, VA 22801
(540) 433-3051 • FAX (540) 433-6361
www.cov-pres.org • kendal@cov-pres.org

EMPLOYMENT APPLICATION Childcare Workers

<i>Personal Information</i>			
Last Name	First Name	Middle Initial	Social Security Number
Street		City	State Zip
Home Phone	Cell Phone	E-mail Address	
Are you legally eligible for employment in this country? ☐ Yes ☐ No Are you 18 years old or older? ☐ Yes ☐ No Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ☐ Yes ☐ No If yes, please provide date(s) and details _____ _____ Type of employment desired: ☐ full-time ☐ part-time Date available for work _____ _____			

<i>Spiritual Preparation</i>
Have you made a confession of faith in Jesus Christ as your personal Lord and Savior? ☐ Yes ☐ No Please provide a brief testimony: _____ _____ _____ Are you an active member or participant in a local evangelical Christian Church or Body of Believers? ☐ Yes ☐ No If yes, please provide the following information: Name of Church: _____ Denomination: _____ Address of Church: _____ Name of Pastor: _____ Phone: _____ If no, please comment: _____ _____ _____

References

Please provide three references over the age of 18 who have observed you working with children, and are not members of your family. Your current pastor will be contacted as a reference—please do not include him as one of your three references.

	NAME	RELATIONSHIP TO YOU	TELEPHONE	NUMBER OF YEARS KNOWN
Reference 1				
Reference 2				
Reference 3				

History of Working with Children

DATES OF SERVICE OR EMPLOYMENT	BUSINESS OR ORGANIZATION	JOB OR VOLUNTEER	SUPERVISOR	TELEPHONE

Applicant Statement

I certify that the information I have provided in order to apply for and secure work with Covenant Presbyterian Church is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause to cancel further consideration of this application, or immediately discharge me from the employer's service whenever it is discovered.

I understand that employment at this organization is "at will" and includes no guarantee, contract, or promise of employment for any specified length of time.

I expressly authorize, without reservation, Covenant Presbyterian Church, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives for seeking, gathering, and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that Covenant Presbyterian Church does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that if I am hired I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

While you may report to another Covenant Presbyterian Church employee, in this role, you are ultimately accountable to the Session of this church.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____

Procedures for Making Exceptions for Local Nonmembers

The following are the procedures for persons desiring to work with the children at Covenant/Alianza Presbyterian Church, who fit into one or more of the following categories:

- Applicant does not anticipate establishing a permanent residence in the area;
- Applicant is planning to serve during a one-time special event and does not attend services at CPC
- Applicant is applying for paid childcare position (i.e. ELL);

1. Before beginning work with children, applicants must:

- **Submit** a “Children’s Ministries Volunteer Application” or “Application for Youth Group Leader.”
- **Complete** and sign the Disclosure Statement.
- **Complete** a national criminal records background check.
- **Interview** with one members of the Commission for Exceptions: Pastor of Youth, Director of Children’s Ministries, Assistant Director for Hispanic Ministries, or Facilitating Pastor, and one ministry leader.

During the interview, the following will be obtained:

- An understanding of the applicant’s beliefs;
- Two signed copies of the “Exception Agreement” form after review (one copy goes home with applicant; one goes in file).
- Verification of regular attendance.

2. Once all above requirements have been met, the Commission for Exceptions will decide on approval.

3. If applicant is approved, they will receive “limited approval” status depending on where/how they will be serving. “Limited approval” status allows them to serve only in the area(s) deemed appropriate.

4. The Commission for Exceptions will notify applicant and ministry leader of applicant’s approval status.

Interview Notes

Interviewee: _____

_____ Testimony was heard.

Interviewer Signature

Date

Interviewer Signature

Date

Protecting the Name of Christ and His Bride

6/17/2021

Exception Agreement

I, _____ agree to adhere to the following while working with children and/or youth through ministries at Covenant Presbyterian Church (CPC).

_____ I agree to support the beliefs of CPC as outlined in the “What We Believe” document (see reverse).

_____ I understand that CPC is making an exception to their Child Protection Policies and, therefore, agree to the following limitations:

- I agree to be under the direct supervision of approved CPC members at all times while working with children.
- I agree to “never leave a child alone and never be alone with a child” as stated in the child protection policies.
- I agree to respect the confidentiality of the children with whom I work.
- I agree to use my words and actions to love and guide the children, never using words or actions in a way that is harmful to the children.
- I agree to abide by all other guidelines set forth in the Child Protection Guidelines.

Applicant’s signature

Date

CPC Leadership signature

Date

CPC Leadership signature

Date

Protecting the Name of Christ and His Bride

WHAT WE BELIEVE

At Covenant Presbyterian Church (PCA)

We believe:

- ♦ **the Bible** is the written word of God, inspired by the Holy Spirit and without error. It is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.
- ♦ **in the Holy Trinity**. There is one God, Who exists eternally in three Persons: the Father, the Son, and the Holy Spirit.
- ♦ **that all are sinners** and totally unable to save themselves from God's displeasure, except by His mercy.
- ♦ **that salvation is by God alone** as He sovereignly chooses those He will save. We believe His choice is based on His grace, not on any human individual merit, or foreseen faith.
- ♦ **that Jesus Christ is the eternal Son of God**, Who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him, alone, for salvation.
- ♦ **that God is gracious and faithful to His people** not simply as individuals, but as families in successive generations according to His Covenant promises.
- ♦ **that the Holy Spirit indwells God's people** and gives them the strength and wisdom to trust Christ and follow Him.
- ♦ **that Jesus will return, bodily and visibly**, to judge all mankind and to receive His people to Himself.
- ♦ **that all aspects of our lives are to be lived to the glory of God** under the Lordship of Jesus Christ.
- ♦ **God wonderfully creates each person as male or female**. Each of these complementary and distinct genders together reflect the image of God. Rejections of one's biological sex is a rejection of the image of God within that person.
- ♦ **that the term "marriage"** has only one meaning: the uniting of one man and one woman in a single exclusive union, as delineated in Scripture.
- ♦ **that God intends sexual intimacy** to occur only between a man and woman who are married to each other.
- ♦ **that any form of sexual immorality** (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.
- ♦ **that in order to preserve the function and integrity of CPC as the local Body of Christ**, and to provide a biblical role model to her members and the community, it is imperative that all who serve as volunteers agree to abide by the above statements on marriage, gender, and sexuality.
- ♦ **that all human life is sacred** and created by God and that each person must be afforded compassion, love, kindness, respect, and dignity—including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death.



CONFIDENTIAL
To be filled out by a Director
Incident Report Form

Date/Time: _____

Person Reporting: _____ Director's Name: _____

Contact Information: _____

Victim's Name: _____ Age: _____ Date of Birth: _____

Person accused of suspicious behavior: _____

Contact Information: _____

Relationship of accused to victim (paid staff, volunteer, family member, other): _____

Summary of Incident (Include date and place): _____

Signature of person reporting

Date/Time :

Signature of Director (if other than the person reporting)

Date/Time :

Response to Incident:

Additional notes can be written on a separate piece of paper, as needed.

If further action is required, complete the remainder of this form.

Call to Child's parent/guardian (if not the accused party): _____

Spoke with: _____ Date/Time: _____

Summary of conversation: _____

Call to Child Protective Services (CPS) 540-574-5100 *(if after hours, 800-552-7096)*

Spoke with: _____ Date/Time: _____

Summary of conversation: _____

Name of person making this report

Date/Time :

Signature of person making this report:

Covenant Presbyterian Church

Kids' Club Off-Site Activity/Field Trip

Permission Slip

I hereby authorize and give my permission for _____ (Child's Name) to participate in the following Kids' Club Off-Site Activity/Field Trip:

Date: _____ Time: _____

Event: _____

Location: _____

I understand that volunteer staff, chaperones and trip leaders will supervise my child while on this trip. I also understand that my child will be transported in church vehicles, private vehicles of volunteers, or will be walking to the activity.

Check One:

_____ My child needs no special considerations during this activity.

_____ My child has the following special needs or considerations related to this activity:

I hereby give **Covenant Presbyterian Church** (together with its volunteers and agents, the "Church") the right to obtain emergency medical attention and treatment to my child, understanding that it will use its best efforts to contact me in the event of an emergency. I also agree to assume any and all financial responsibility for my child's care in such event.

I waive and release, to the fullest extent permitted by law, any and all claims, actions, or causes of action for any damages or loss for bodily injury, property damage or theft, wrongful death, or loss of services that I might have against the Church arising out of my child's participation in the event described herein (including being transported by vehicle, or otherwise coming to/going from the event), and I indemnify the Church for all costs, expenses, including reasonable attorneys' fees, related to the same. THIS IS A RELEASE given in consideration for my child's participation in the event.

This permission form has been signed only after understanding and considering all of the information set forth above.

Parent/Guardian Signature: _____

Print Name: _____

Date: _____

KIDS' CLUB DRIVER FORM

*Only persons who have become "approved workers" of **Covenant Presbyterian Church** Kids' Club and who satisfactorily complete this form may drive children to/from Kids Club.*

Name of Driver: _____

Address: _____

Drivers License # _____ State Issued _____

Year, Make & Model of Vehicle _____

License Plate Number _____

Insurance Company's Name _____

Liability Limits _____

(Minimum Limits of \$100,000/300,000 Required)

In order to provide for the safety of those we serve, we must ask each volunteer to answer the following questions:

	<u>True</u>	<u>False</u>
I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years.	_____	_____
I have NOT had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years.	_____	_____
I have had no more than three moving violations or accidents in the last three years.	_____	_____

Please be aware that, as a volunteer driver, your insurance is primary.

Thank you for helping us with our transportation needs.

PLEASE SIGN THE CERTIFICATION ON THE BACK OF THIS FORM

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Kids Club ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be 18 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle.

Additionally, I agree as follows:

- to comply with all applicable state and local legal requirements, including observing posted speed limits, requiring that passengers wear seatbelts (and requiring children to use age-appropriate restraints), and not texting while driving;
- to observe the "two adult" rule;
- to not permit any child to sit in the front seat;
- to not drop off any child in a situation which is patently unsafe or where the child has communicated to the driver that he/she feels unsafe, and not drop off any child under 15 in a place that is unsupervised (in such cases, returning the child to the church and calling for assistance from the church).
- To report any citations/ summonses for moving violations, *and any accident*, to [***Name and Contact Number of Church Representative***].

I recognize that I am responsible for my own motor vehicle fines.

Driver Name

Date