

APPLICATION PACKET

(Children's Ministry & Youth Ministry)

There are two items in this packet for you to read and retain for your files:

- Statement of Faith
- Child Protection Policy

There is one item for you to complete and return to Chapel:

Application for Children / Youth Ministry*

Applications completed by persons under 18 years of age must be signed by the applicant **AND the parent/ guardian in all signature spots. Parents, please help your child(ren) with the application as is appropriate according to age.*

** Parents of minors:*

Because it covers sensitive topics, we leave the viewing of the video by minors up the discretion of the parent. For a minor to complete the application, only the parent is required to watch the video on behalf of their child. If, after watching it, you'd like him/her to see it too then s/he can do so and sign the confirmation form. If you'd rather s/he not watch it, you may sign the form on his/her behalf.

Grade Level for which you are applying:
 ___Nursery ___3rd & 4th
 ___2 & 3 ___5th & 6th
 ___4, 5, & K ___Middle School
 ___High School

Position for which you are applying:
 ___Teacher/Helper ___Nursery Worker
 ___Awana

Period for which you are applying:
 ___June through May (12 mo.)
 ___September through May (9 mo.)
 ___June through August (3 mo.)
 ___Other (specify time frame):

FOR CHAPEL USE:
 ___Protection Policy Given
 ___Signatures
 ___B'ground requested _____rec'd
 ___References started _____rec'd
 ___Elder Approval

Chapel By The Sea
14730 Turnagain Bluff Way

Anchorage, Alaska 99515

Phone: 345-4424 Fax: 345-4419 chapeloffice@gci.net

APPLICATION FOR CHILDREN/YOUTH MINISTRY

CONFIDENTIAL

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. It is being used to help provide a safe and secure environment for those children and youth who participate in church programs or facility use. Use extra paper as needed.

PERSONAL

Full Name (First, Middle, Last, Maiden if applicable): _____
(Maiden:) _____

Today's Date: _____ DOB (mm /dd/yyyy): _____

Physical Address: _____
(email:) _____

Home Phone: _____ Work Phone: _____

OK to call at work? _____ Social Security Number: _____ - _____ - _____ (now required)

Employer name : _____

Employer address: _____

Employer phone number: _____

Does your job require yearly child abuse prevention training? yes no

Does your job require a background check? yes no If yes, how often? _____

List any prior addresses for the past five years:

Hobbies/Interests: _____

Please describe your salvation experience (when and how you became a Christian and your current walk with God). Use the back for additional space if needed.

Have you any physical handicaps or medical conditions preventing you from performing certain types of activities relating to children or youth? Yes _____ No _____

If Yes, please explain: _____

Have you had any stressful experiences in the last five years such as the death of a child or family member, divorce, loss of job, etc.? Yes _____ No _____

If Yes, please explain: _____

Have you ever been charged or convicted of a crime involving child abuse, domestic violence, child pornography or attempted sexual molestation of a minor? Yes _____ No _____

If Yes, please explain: _____

Have you ever been convicted of any other crime? Yes _____ No _____

For what? _____

Sexual abuse and child abuse are significant problems in our society. Many people who have been abused as children deal with it appropriately and go on to be healthy adults. Some people who have been victims of child abuse become abusers themselves. We need to ask you, for your own protection, have you ever been a victim of sexual or child abuse? Yes _____ No _____

If you wish to speak with a pastor for clarification before answering, please make an appointment to discuss this question.

CHURCH ACTIVITY

What are the length and the level of your involvement in this church?

How long attending? _____ Member? _____ If member, how long? _____

Sunday Worship (regular): _____ (occasional): _____ Sunday School (attend): _____ (help): _____

Other participation/service: _____

List the name and address of other churches you have attended regularly during the past five years:

List any gifts, callings, training, education or other factors that have prepared you for working with children/youth: _____

List all previous church and community work involving children/youth (identify the church and type and duration of the work): _____

What, if any, other ministries are you involved with in the church or community?

Attached is the Chapel by the Sea Statement of Faith. Please read in full and sign one of the following statements of confirmation:

1: I have read and fully agree with Chapel by the Sea Statement of Faith.

Signed: _____ Date: _____

(or) 2: I have read and fully agree with Chapel by the Sea Statement of Faith except for the following areas, clarifications, etc.: _____

Signed: _____ Date: _____

PERSONAL REFERENCES

List two people (not family members) who can speak to your ministry experience and spiritual character:

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Email _____ Email _____

APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give Chapel by the Sea any information they may have regarding my character and fitness for children or youth work. I release all such references from liability for any damage that may result from furnishing such evaluations to Chapel by the Sea. I also release Chapel by the Sea from any responsibility or liability if it is required to or chooses to disclose information contained in this application to others.

Should my application be accepted, I agree to teach within the church doctrinal statement, to follow the church policies and procedures, and to refrain from unscriptural conduct.

Applicant Signature: _____ Date: _____

(See next page for further notices and authorizations.)

Parent Signature (if applicant is a minor): _____ Date: _____

**COMBINED DISCLOSURE NOTICE AND AUTHORIZATION
REGARDING BACKGROUND INVESTIGATIVE REPORTS**

Important: Please read carefully before signing.

We plan to obtain a background check including information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, and motor vehicle record, in connection with your application for ministry with the Chapel by the Sea during the application process or during your ministry here.

Upon timely written request to the staff of Chapel by the Sea and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative report will be disclosed to you. Before any adverse action is taken, based in whole or in part on the information contained in the report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, school, police department, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish Chapel by the Sea with any and all background information in their possession regarding you, in order that your ministry qualifications may be evaluated.

CHILD PROTECTION POLICY

I have received a copy of the child protection policy of Chapel by the Sea. I have read it, understand what is asked of me, and agree to live by it in my ministry with children or teens at Chapel by the Sea.

MY COMMITMENT

I agree to be present each week (for nursery workers, each service for which I am scheduled) with the exception of illness, vacation, or occasional weekends out of town. If I cannot be present, I agree to first attempt to secure a substitute (substitute teacher list is available). If that becomes impossible within one week of my planned absence, I agree to contact the appropriate ministry lead for Sunday school teachers/nursery or the Chapel office as soon as I can so a substitute can be obtained.

I will attend staff meetings and training sessions when they are available.

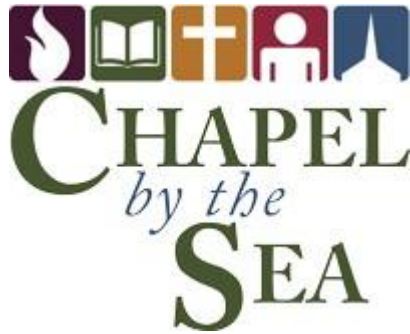
READ, ACKNOWLEDGED AND AUTHORIZED

Signature

Date

Parent signature (if applicant is a minor): _

Date: _



STATEMENT OF FAITH

Preamble to the Statement of Faith

The statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Chapel doctrine, practice, policy, and discipline, the eldership of Chapel by the Sea is the final interpretive authority on the Bible's meaning and application governing all aspects of the Chapel's ministry including the use of its grounds and facilities.

A. One Triune God

We believe in one God, eternally existing in three Persons, God the Father, God the Son and God the Holy Spirit, who are co-equal and co-identical in essence, nature, power, and attributes. (Genesis 1:26; Deuteronomy 6:4; Matthew 3:16-17; 28: 19; 2 Corinthians 13:14).

We believe that the distinctive ministries of each Person of the triune God are revealed in His work of redemption:

1. God the Father provided salvation: (John 3:16; Romans 6:23)
2. God the Son purchased salvation by His incarnation death, burial, and resurrection: (Isaiah 7:14; I Peter 1:18-19; Romans 1:1-4; Hebrews 10:5-10; 1 Corinthians 15:20-22)
3. God the Holy Spirit produces salvation and seals believers in Christ: (John 3:3-8; Titus 3:5; Ephesians 1:13-14)

B. The Deity of Jesus Christ

We believe that Jesus Christ is God come in the flesh possessing all the attributes and essence of Deity and perfect humanity. Born of the Virgin Mary, He is fully God and fully man, the two natures indissolubly united in one Person. Sinless in all aspects, Christ was the perfect Lamb of God whose death, burial, and resurrection provide eternal life for all who receive Him by faith. (Isaiah 9:6; Matthew 1:23; John 1:1, 18; 8:58; 10:30; Colossians 1:15; 2:9; Hebrews 1:3; 1 Peter 1:18-19; Revelation 1:8).

C. The Holy Scriptures

We believe the sixty-six books of the Old and New Testaments to be the eternal, verbal, complete, and inspired word of God. Fully trustworthy, it is sufficient as the final and infallible authority for faith and practice. (Isaiah 40:8; Psalms 119:89, 105; John 6:63; 2 Timothy 3:16-17; 2 Peter 1:20-21, Galatians 1:6-10).

D. The Sinfulness of Man

We believe that every person is inherently sinful and is born in a state of alienation and willful rebellion against God. Mankind is utterly unable to remedy this lost condition, the consequence of which is eternal death spent in a literal hell (Genesis 3:1-19; Romans 3:10, 23; 6:23a; Ephesians 2:8-9; 2 Thessalonians 1:6-10; Titus 3:4-5).

E. Salvation

We believe that salvation is offered as a gift of God's grace and is received through faith alone by trusting solely in the merit of Jesus Christ's finished work of atonement. Through His shed blood on Calvary's cross, He paid the full penalty for mankind's sin making forgiveness and reconciliation with God possible for and accessible to mankind (John 1:12; 3:16-17; Acts 4:12; Ephesians 1:7; 2:8-9; Romans 6:23; 2 Corinthians 5:21; 1 Peter 1:18-19).

F. A Holy Life

We believe that those who have received Christ as Savior and Lord will be continually transformed in their lives and attitudes, and that they will, under the power of the Holy Spirit, strive to live to the glory of God (Romans 12:1-2; 1 Corinthians 10:31; 2 Corinthians 5:17; Titus 2: 11-14; 1 John 3:4-10; 1 Thessalonians 4:3-8).

G. The Church

We believe that the true Church is established by Christ and is composed of people who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head. We also believe that local assemblies of Christians should be established for edification, for the building up of the Body of Christ, and for the observance of the ordinances of Communion and Baptism* (Matthew 16:18, 28:19-20; Ephesians 2:19-22, 4:11-16; Colossians 1:18; Acts 2:41-42; 1 Corinthians 1:2; 11 :23-26; 1 Thessalonians 1:8).

* We practice baptism by immersion.

H. Commission to Evangelize

We believe that those who have never heard or have never believed the Gospel are lost in sin and are guilty and condemned to eternal death. It is therefore our divine commission to lovingly preach and persuade people everywhere of the truth of the Gospel, according to God's enabling. (John 3:16-18; 20:21-22; Matthew 28:18-20; Acts 1:8; 2 Corinthians 4:1-6; 5:18-20; Luke 24:46- 49; 1 Peter 3:15)

I. The Return of Christ/End Times

We believe in the literal, personal, imminent, and pre-millennial return of Christ for the church. We believe that all people shall rise bodily from the grave - the saved to eternal life in Heaven with Christ, and the unsaved to face everlasting punishment in a literal Hell for their sins. (Job 19:25-27; Matthew 25:46; Luke 24:39; John 5:28-29; 1 Thessalonians 4:16; 1 Corinthians 15:42; John 6:39; Revelation 19:11-21; 20:11-15).

J. Satan

We believe in the reality and personality of Satan, the enemy of God. Though a creature and finite in power and knowledge, Satan is the deceiver, accuser of the believer, and destroyer of people. While given temporary and limited dominion over the world by God, he shall be eternally punished in the lake of fire after Christ's millennial reign (Isaiah 14:12-17; Matthew 4:2-11; 25:41; John 8:44; 1 Peter 5:8; Revelation 12:9; 20:10).

K. Assurance

We believe that the positive assurance of salvation is the heritage of every child of God predestined unto salvation, and that we are eternally and securely kept by God's power, preserved unto the day we are taken to Heaven. (John 6:37, 10:28; 1 John 4: 13, 5: 13; Hebrews 7:25; Romans 8:14, 28-36; Ephesians 1:3-14; Philippians 1:6).

L. The Ministry and the Gifts

We believe that in order to perfect the Church for its ministry, God has given various gifts to the individual members of the Church and that the spiritual gifts, when exercised in love, will unite believers and edify the Body. We believe that all who trust in Christ have at least one spiritual gift and that all Christians are indwelt by the Holy Spirit having been baptized by the Spirit into the Body of Christ.* (Romans 12:4-8; 1 Corinthians 6:19, 12-14, 29-30, 13:8; Ephesians 4:11-16; 1 Peter 4:10-11)

*We do not believe the Scripture teaches that speaking in tongues is a necessary accompaniment of the baptism of the Holy Spirit, nor that it is a sign of spiritual maturity.

M. Marriage and Sexuality

We believe that term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 1:1; 2:18-24; Matthew 19:4-6; Ephesians 5:22-33).

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman (Exodus 20:14; 1 Thessalonians 4:3; 1 Corinthians 7:1-3; Hebrews 13:4).

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, polygamy, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God (Genesis 1:27; 2:18; Romans 1:24-27; 1 Corinthians 6:9-10; Matthew 5:27-28; Hebrews 13:4; 1 John 2:16)

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the Chapel in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly (1 Peter 5:1-3; Matthew 18:1-6) .

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Corinthians 6:11; 1 John 1:9)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church (Romans 5:6-11; Titus 3:1-8; 1 Peter 2:17).

END OF STATEMENT OF FAITH

CHILD PROTECTION POLICY

CHAPEL BY THE SEA

“And whoever receives one such child in My name receives Me; but whoever causes one of these little ones who believe in Me to stumble, it would be better for him to have a heavy millstone hung around his neck, and to be drowned in the depth of the sea.”

Matthew 18: 5-6 NAS

Purpose

Chapel By The Sea wants to provide an environment where young people can safely enter into a relationship with Jesus. The purpose of this policy is to establish Child Protection Guidelines for all Chapel by the Sea programs and ministries to guard against all forms of child abuse.

Applicability

This policy applies to all Chapel By The Sea ministries, programs, or activities, whether on the Chapel property or at another location.

Definitions

By definition, child abuse is harm to a person under the age of 18 that occurs immediately or through accumulated effects over a period of time. For the purposes of this policy, the definition of “child” will be expanded to include vulnerable adults (adults who, because of physical or mental conditions, are vulnerable to abuse). Additionally, the term “youth” will be used to refer to situations specific to children entering 7th grade and above.

1. *Emotional abuse* is any language or action directed toward a child that is intended to cause emotional anxiety, pain, or other severe emotional disturbance.

2. *Physical abuse* is non-accidental contact that results in injury. This includes, but is not limited to, striking, biting, or shaking but does not include reasonable contact necessary to protect others from harm.

3. *Sexual abuse* is any sexual activity between a child and a leader or between children where there is an unusual distribution of power such as when one is significantly older or larger.

Child Protection Policy Guidelines

1. Policy: Screening. All paid staff and all volunteer staff who work with children will complete a written application located as a pdf file on Chapel By The Sea's website or by printed document in the church's office.

(Minors in helping roles are an exception, as are people who work one or two times a year, for example, special events like a Vacation Bible School.)

The application will include questions to determine if there are charges against the applicant in the area of child abuse. The applications will also include a request for personal and/or professional references. References will be checked and verified (*See Appendix for form, also available on-line at the link above*). Each applicant will be required to submit to a criminal background check or allow Chapel permission to run the check. In the case where applicant is already employed by a place where a background check must be completed, that will serve as sufficient. Elder approved exemptions from completing the application and training will be accepted in situations where workers are coming preapproved from other churches, school teachers, or like situations.

- Applicants must be in regular attendance at Chapel By The Sea (or another church, to be verified) for a period of 6 months prior to participating in children's ministry work.
- Applicants will be required to read and agree to abide by the terms of this policy.
- Applications, references, and interview notes will be kept on file indefinitely.

2. Policy: Training. All Children's and Youth Ministry leaders/workers are required to complete a child protection training program approved by the Elders. Leaders must stay up to date with training if there are mandates to do so.

3. Policy: Two-deep leadership. Two screened and approved leaders, or one screened and approved leader and a parent of a participant, are required for all scheduled group activities, trips, retreats, or outings for children. In the event that only one leader is present, activities must be conducted in plain view (i.e. doors/windows opened) until the other leader arrives or returns.

4. Policy: *No one-on-one contact.* Paid and volunteer staff will never intentionally have private one-on-one contact in an isolated environment with a child not their own unless a written consent by a parent or legal guardian is in effect for all scheduled group activities, trips, transporting, retreats, or outings for children. Personal conferences between staff and child(ren) must be conducted in plain view of others.

5. Policy: *Unless necessary teachers should not touch children below the shoulders.*

A. Volunteers may hold babies or toddlers on their laps in the nursery when giving a bottle or comforting a distressed child.

B. It is preferable that the person changing diapers wear disposable gloves. A cloth or wipe should always be between you and the child

C. Only adults should change diapers and only in the presence of another worker.

6. Policy: *Incidence Reporting.* Written records will be kept of attendance, injuries, major disciplinary actions, and suspected abuse that may occur during any church ministries:

A. All reports should remain confidential except to church leaders who may need to access them.

B. Attendance records will be kept for all Sunday School class grades Toddler – 6th Grade, and include children and adults present in the classroom.

C. Incident reporting forms will be accessible in every classroom, and if filled out must be turned in the church office within 24 hours of the incident occurring.

D. According to Alaska State law (AS47.17.020) governing reporting incidents of abuse and neglect, the following groups of persons are required to report:

i. Practitioners of the healing arts (including pastors as counselors)

ii. School teachers and admin. staff members of public and private schools.

iii. Social workers

iv. Peace officers and officers of the dept. of corrections

v. Admin. Officers of institutions

vi. Child Care providers

vii. Paid employees of domestic violence and sexual assault programs and crisis intervention and prevention programs.

7. Policy: *Mentoring.* Mentoring relationships between adult leaders and youth will be same gender only and meet in public venues when a second adult is unavailable to satisfy the Two-Deep Rule.

8. Policy: *Special activities.* Off-site and overnight activities sponsored by the Children's or Youth ministries must have the prior approval of the Youth or Children's Pastor. Such activities must have appropriate levels of adult supervision. Children will not be permitted to leave the activity before its conclusion without parental consent. All mixed-gender overnight activities will include men and women as chaperons and sleeping quarters will be segregated by gender.

9. Respect For Privacy: *Respect for privacy.* Adult leaders must respect the privacy of children in situations such as going to the bathroom or changing clothes. They must also protect their own privacy in similar circumstances.

10. Policy: *Appropriate attire.* Modest and suitable clothing is required for activities.

11. Policy: *Constructive discipline.* Discipline should be constructive and reflect the church's underlying values. Corporal punishment is never permitted.

12. Policy: *Open Door Policy.* Parents, volunteers, or staff of the church will be permitted to visit and observe all programs and classrooms at any time. All classroom doors should have windows or be "Dutch" (split) doors.

Confidentiality

- Leaders will not commit to any confidence that might result in harm to the child or others. Such information will be given immediately to the Youth or Children's Pastor who will notify, as appropriate, the parents and/or law enforcement.
- No form of confidentiality between a leader and a child is appropriate without the Youth or Children's Pastor's knowledge that a confidence has been shared.

Known Offenders

If anyone attending Chapel By The Sea is known to have abused children in the past, they will be expected to refrain from any direct contact with children.

Reporting Requirements

- Any suspicion of child abuse must be reported immediately to a Pastor. The report will be forwarded to the appropriate civil authority as soon as possible, but no later than 24 hours.

Anyone accused of abusing a child will be immediately withdrawn from ministry participation pending an investigation.

The Elders will review compliance of this policy.