

So you want to be an Children's Ministry Volunteer?  
Expectations for Wiley's Children's Ministry Leaders

Interested in volunteering with Wiley's Children? Great!! We'd love to have you serving God alongside of us. It's important that you know what you're getting yourself into (besides a lot of fun). There are a few things we expect from our Children's Ministry volunteers.

Expectations for Children's Volunteers:

1. Faith alone in Christ alone for salvation. Have you placed your faith in Jesus Christ to be the Savior from the penalty of your sin? If you haven't, or aren't sure if you have, we need to talk before you start serving in Children's Ministry (see Romans 3:23, 6:23, John 14:6, John 3:16, and Acts 16:31).
2. A visible walk with God. Salvation keeps you from judgment in the Lake of Fire, but serving in children's ministry-or any other place-is all about walking with God. This does not mean you never sin, but it does mean that when you become aware of your sin you repent and confess (see 1 John 1:5-10) your disobedience to God. Walking with God also shows up in your mentality and character (see Galatians 5:16-23). Children learn a lot from our behavior. Are you walking with God and working to maintain your relationship with Him consistently?
3. Commitment. Awana is a 32 week long program (totally worth it). It is important to commit to the entire year. Consistency in attendance helps clubbers know what to expect each night. They look forward to seeing our leaders and developing relationships with them week by week. We know things come up, that's just life. But we do expect our leaders to commit and follow through in that commitment. Is serving at Awana a commitment you can make even with any other responsibilities you foresee throughout the year? Not sure about that, come talk with Pastor Todd and let him know your concerns.
4. Desire & Ability. We want you here only if YOU have the desire AND ability to be here. Sometimes we have the desire, but don't have the ability in our schedule or because of other responsibilities. Sometimes we have the ability, but don't have the desire. Either of those is ok, but we'd ask you to be honest about it with yourself. We'd love to have you volunteer. But if you don't have both the desire and ability, then we'd rather you not. We recognize it might be God's desire that you serve even if He hasn't quite convinced you of that yet. If you know it's what God desires, change your desire to match His before you commit. We can help you come to terms with His desire too, just come talk with Pastor Terry or Pastor Todd.
5. Lead by example. Being a volunteer means you will have to do things that you might not like to do or want to do. What a perfect opportunity to exemplify that we are here to serve God and not ourselves!! Truth hurts sometimes, we know. Leading by example is the most impactful in the lives of Wiley's children. When we lead by example it encourages others to join us in following God.

Also, you should know that anyone who serves with our children or youth is required to undergo a background check. This is one way we work to keep our children and youth safe and protected. If you are still interested in being a volunteer in Wiley's Children's Ministry that's awesome! Read through the Children's Worker Policies and turn in a completed Children's Worker Volunteer Form.

# WILEY UNION CHURCH CHILD ABUSE POLICY AND PROCEDURES

## PREMISE

The problem of physical and sexual abuse is a growing problem in our society and Wiley Union Church desires to protect those in our care from becoming either victims or perpetrators. In order to accomplish this goal, the following prevention programs will be in effect as of November 1, 2002. It is our goal to recognize the signs of abuse, to prevent problems and protect those in our care rather than to be forced to deal with the circumstances should a situation develop.

## PURPOSES & DEFINITIONS

- I. Purpose of Child Protection Policy
  1. To safeguard the children and youth of our church from harm, particularly physical, verbal and sexual abuse.
  2. To educate paid and volunteer staff working with children in the area of child abuse and their responsibilities.
  3. To implement steps to accomplish the above two purposes.

### II. What is Child Abuse?

The definition of "Child Abuse or Neglect" according to RCW: Domestic Relations 26.44.020 (11) of Washington State Law states:

"Child abuse or neglect shall mean the injury, sexual abuse, sexual exploitation, or negligent treatment or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare, and safety are harmed thereby. An abused child is a child who has been subjected to child abuse or neglect as defined herein ...."

Types of abuse that involve touching: fondling, oral, genital, and anal penetration, intercourse, forcible rape.

Types of abuse that do not involve touching: verbal comments, pornographic pictures or videos, obscene phone calls, exhibitionism, allowing children to witness sexual activity.

### III. Who is a "child" in our church?

Any person between birth and age eighteen is considered a child for purposes of these policies and procedures.

## WILEY UNION CHURCH CHILD PROTECTION PROGRAM PROCEDURES

The purposes of the Child Protection Program is to protect the children who attend any Wiley Union ministry functions from the possibility of abuse and assist the child who is being abused to find the needed help.

1. Anyone who works with an age group under 18 will complete a primary screening form giving some information regarding themselves, their preferences for the type of ministry and prior work experience.
2. **There is a three month waiting period before new church attendees are allowed to volunteer or interact with minors.**
3. Each applicant will meet with the Senior Pastor or the Youth Pastor to share their desires and goals for that ministry. If the Senior Pastor or the Youth Pastor is unavailable then the responsibility to meet with the applicant may be delegated to an elder. *Revised 10/10/18*
4. Those in the following categories, before taking on any responsibility involving working with

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persons under 18 years of age, will review a video, or selected material, every third year relating to recognizing suspected abuse as well as ways to prevent abuse or accusations from taking place: Pastor, Youth Pastor, Sunday School Teachers, Adult Nursery workers, AWANA workers, Vacation Bible School workers, etc. *Revised 10/10/18*

5. Submitting one form shall be sufficient unless there is reason to believe circumstances may have changed. You will be required to report all convictions or crimes.
6. All forms will be kept on a permanent basis.
7. All volunteers or workers will be required to allow for an initial and annual background check. *Revised 10/10/18*
8. **If a background check reveals a prior sexual misconduct related offense, that person will be permanently ineligible to be involved in any way with minors.**
9. There will be a procedure for reporting incidents and procedure for any subsequent investigation which shall take place. *Revised 10/10/18*
10. Any reporting and/or investigation shall be in compliance with existing State statutes relating to the incident. *Revised 10/10/18*

### PROCEDURE FOR REPORTING INCIDENTS

Discipline situations – in the classroom, programs, etc.

1. Report to the parents by giving details of the situation. Complete form # WUC 104.
2. Reports to Sunday School Superintendent or Pastor.

Suspected abuse by someone outside the church – as seen by worker.

1. Contact the screening committee for class visitation and investigation as soon as possible.
2. Inform Pastor.
3. If confirmed or suspected, then screening committee members may initiate contact with parent. *Revised 5/21/07*
4. If a satisfactory explanation is not found, a report is to be made to the Pastor.
5. If, after further investigation, there is reasonable cause for concern, then a report will be made to the proper State authorities.  
**Note:** (We will first determine if it is a case of abuse or simple discipline, recognizing that what the State accepts as abuse is contrary to the Biblical definition of discipline including the use of the rod. If we believe that only discipline is involved, we will be subject to the higher authority of the Word and such cases will not be reported further.)

Staff Abuse Allegation – from parent, child or other person:

1. Report should first be made to screening committee.
2. Screening committee member will meet with both parties to ascertain the facts concerning the allegation.

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3. If concerns cannot be resolved, then the Pastor shall meet with the parties.
4. The parties shall meet with the Board to determine whether or not further action is warranted.
5. Any further action will be in accordance with the State's guidelines.

### **SUPERVISORY POLICIES AND PROCEDURES**

1. **TEAM APPROACH – THE TWO ADULT RULE:**  
Two responsible supervisors will be present during any church activity. One of these supervisors shall be an adult 18 years of age or older. *Revised 10/10/18*
2. **OBTAIN PARENTAL PERMISSION:**  
When a legitimate reason arises to be alone with a child, Church Staff or Volunteer workers must obtain the consent of the child's parent or guardian before going out alone with that child, or spending time with the child in an unsupervised situation. Workers should also notify the appropriate church leader of such meetings in advance. Children must also have parental permission for involvement in church sponsored programs or activities.
3. **SUSPICIOUS BEHAVIOR:**  
Any inappropriate conduct or relationships between an adult volunteer worker and a member of the youth group or a child will be confronted immediately and investigated. Prompt warnings should be issued when appropriate, and the situation monitored very closely. The adult worker's services should be terminated immediately for continued violation of such warnings, or for a single violation of sufficient gravity. Church staff should note when a member of the youth group appears aloof or withdrawn, or exhibits a marked personality change. This may indicate a problem that deserves attention.
4. **POTENTIAL CRIMINAL SANCTIONS WITH YOUTH WORKERS:**  
Adults who work with children and adolescent youth should understand that sexual relationships with minors can lead to a felony conviction and imprisonment in a state penitentiary. The law views such misconduct very seriously, as it should. Church workers also should understand that the church insurance policy may not provide them with a legal defense of a sexual misconduct charge, or pay any portion of a jury verdict assessed against them on account of such conduct.
5. **MEETING ROOMS:** *Revised 10/10/18*  
Doors to meeting rooms without windows should be left open during use so that persons passing by can observe inside. Sunday School Superintendents or other church leaders will make random Visits to all meeting rooms and frequently visit or inspect areas of church buildings that are isolated from view.
6. **ADEQUATE PERSONNEL:**  
Programs that involve children and youth must include adequate supervisory personnel. Supervision will be maintained before and after the event until all children are in the custody of their parents or legal guardians.
7. **OVERNIGHT RULE:**  
Special attention will be given to overnight activities that involve youth. All adult chaperons and supervisors will be cleared in advance with the proper church leaders.
8. **CHURCH NURSERY:**  
Procedures will exist for the church nursery that clearly identify the child and the child's parent or guardian. Children should only be released to properly identified and pre-authorized adult.

Church nursery workers who deal with diapers should adhere to the following procedures:

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- a. Always endeavor to wear rubber gloves.
- b. Never apply lotion or powder with your bare hand.
- c. A cloth or wipe should always be between you and the child. Under oath, you must be able to testify that you did not inappropriately “touch” the child directly.
- d. It is strongly recommended that all nursery workers be ladies.

### INDICATORS AND SYMPTOMS OF CHILD SEXUAL ABUSE

Workers should report to screening committee or Pastor when a child displays these indicators. Although they do not prove abuse, they are warning signs of possible problems.

*Physical signs may include:*

lacerations and bruises  
nightmares  
irritation, pain or injury to the genital area.  
difficulty with urination  
discomfort when sitting  
torn or bloody underclothing  
venereal disease

*Behavioral signs may include:*

anxiety when approaching church or nursery area  
nervous or hostile behavior toward adults  
sexual self-consciousness  
“acting out” of sexual behavior  
withdrawal from church activities

*Verbal signs may include the following statements:*

I don't like [a particular church worker]  
[A church worker] does things to me when we're alone  
I don't like to be alone with [a church worker]  
[A church worker] fooled around with me

### RULES TO CONTROL THE RELATIONSHIP BETWEEN CHURCH WORKERS AND VOLUNTEERS WHO DEAL WITH CHILDREN

1. You are not to act as the child's “friend” in a children's friendship manner. You are his or her **teacher**. You must always appropriately maintain your proper respect and authority status and act accordingly. This does not mean that you cannot act “friendly”, but it does mean that you at all times act with the respect and dignity which is befitting to your position of ministry.
2. Physical contact with children should be minimal and appropriate, and purposed to the need of the situation and in agreement with other Wiley Union Church policies. *Revised 10/10/18*
3. As much as possible, no person should ever be alone with a child. If at all possible, always have at least two adults present.
4. Children should not be permitted to sit on any worker's lap.
5. As a general policy, children should not be hugged or kissed by church workers.
6. Children should never stay overnight at a church worker's home.
7. Avoid assisting a non-nursery, older age child who has wet or soiled his or her clothes. Contact the child's parents, guardians, or other responsible party for them to deal directly with the situation. If the parents, guardians, or other responsible party is unavailable, the worker or

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volunteer shall verbally instruct him or her on how to clean himself or herself without directly assisting the child through physical contact. To avoid helping a young boy with his zipper or a young girl with her skirt, have a large T-shirt available for them to wear to cover such problems, but do not touch the child. *Revised 10/10/18*

8. Do everything you can to keep the parents informed about and involved in their child's activities at church. Remember the children are the responsibility of their parents. You cannot assume the responsibilities of the parents even if the parents are not treating their children as well as you feel they should. *Revised 10/10/18*

### PRIMARY SCREENING PROCEDURES

**To be used with all applicants and church workers, full-time, or part-time, compensated or volunteer, including clergy.**

1. **EMPLOYMENT APPLICATION** – *paid employees*
2. **PRIMARY SCREENING FORM** – *paid employees and volunteer workers*
3. **PERSONAL INTERVIEW** – *paid employees and volunteer workers*
4. **REFERENCE CHECKS** – *paid employees and volunteer workers*
5. **COMPLETION OF CRIMINAL RECORDS CHECK AUTHORIZATION FORM** – *paid employees and volunteer workers*
6. **COPY OF SOCIAL SECURITY CARD** – *paid employees and volunteer workers*
7. **COPY OF DRIVER'S LICENSE** – *paid employees and volunteer workers*

**WILEY UNION CHURCH WILL TREAT ALL APPLICATIONS  
AND RECORDS OF CONTACT WITH CHURCHES OR  
REFERENCES AS "STRICTLY CONFIDENTIAL".**