

Dear Volunteer Applicant,

Thank you for your interest in serving in ministry at First Baptist Church of Douglass. We are excited that you have chosen to use the gifts that God has given you. The purpose of our application process is to discover, together, where God wants to use you.

First Baptist Church of Douglass (FBCD) is committed to creating an environment that is safe and secure for both our children and volunteers. In order to help accomplish that, we ask our children's volunteers to follow the *First Baptist Church of Douglass Child and Worker Protection Policy*. You will find a copy of this policy in your packet. Once you have read the policy, please complete the "Permission to Obtain a Background Check" form. If you have been asked to be screened as a driver, you must also complete the "Kansas Department of Revenue Motor Vehicle Records 3rd Party Consent" form. All volunteers and paid staff working with children and youth at FBCD are required to have a background check completed. The church pays the fee for this process. Please know that your information is confidential, and we will go to great lengths to make sure it stays that way. When you complete the necessary forms, please place them in the CONFIDENTIAL envelope and return it to a background check administrator (Sunday School Director Jerry Spencer or Pastor Voyt Lynn) who will enter your information into our background check provider's program. Once the provider sends us the results of your background check, your confidential information will be shredded. FBCD will record a simple "pass" or "fail" on your background check permission slip, and this will be kept in a locked file.

Please note that we will NOT be asking our background check provider for any of your financial information. We will be checking for criminal and civil history/records, sex offender records, and verification of your social security number so we know that you are really who you say you are. If you are willing to drive for off-site events, we will also be asking for records of your driving history as well.

The other forms in your pack should be returned to your pastor or other designated ministry leader once completed.

We are committed to serving you and want to help you discover your place of ministry at FBCD. Please feel free to call and ask any questions you may have. Thank you again for your interest in serving in ministry at FBCD. We look forward to praying and working with you as we journey through this process together.

Serving Christ Together,

A handwritten signature in black ink that reads "Voyt Lynn". The signature is written in a cursive, flowing style.

Voyt Lynn
Pastor, First Baptist Church of Douglass
(316) 746-2929

FIRST BAPTIST CHURCH OF DOUGLASS CHILD AND WORKER PROTECTION POLICY

Adopted: April 14, 2010

First Baptist Church of Douglass (FBCD) desires to be a safe place for all children and adults who attend any activity or ministry. Each year children are victimized by individuals they know and trust. The church is not immune to the potential for such abuse or neglect of children or youth, either by its members or by those in leadership positions. This *Child and Worker Protection Policy* reflects FBCD's commitment to protect children from harm. The policy applies to all volunteer and compensated workers of FBCD.

FBCD will not tolerate child abuse or neglect. Your cooperation in this policy not only reflects your concern about children's safety in this society, but also your willingness to take steps toward halting child abuse and its detrimental effects.

For the safety and protection of our children and workers, all people who participate in church-sponsored activities with children will be required to comply with this policy.

APPROPRIATE TOUCH

"Good touch" is important to each of us. Children do not grow and thrive without the good touch of others. Touch was important to Jesus as he healed people and comforted them. Our Christian tradition shares love with each other through hugs, placing an arm around another's shoulder or squeezing a hand to say, "You are loved."

It is imperative that the Christian community not lose the importance of "good touch." We need to continue to express Christian love in appropriate ways with children. To a child who is upset, a warm hug and kind word can be most comforting. In the midst of our caution, let us not forget that good touch is just that – *good!*

DEFINITIONS

In this policy the following definitions will apply:

- 1. Child:** Any person under the age of 18.
- 2. Special Needs Person:** Any adult or child requiring direct adult supervision as a result of mental or physical limitations.
- 3. Adult:** Any person age 18 and over.
- 4. Child abuse and neglect:** Physical abuse, sexual abuse, emotional abuse, or neglect of a child by an adult or adolescent caregiver responsible for the child's welfare.
- 5. Physical abuse:** Maltreatment which results in physical injury, including but not limited to bruises, cuts, welts, fractures, and internal injuries.
- 6. Emotional abuse:** Maltreatment, which results in impaired psychological growth and development, including, but not limited to, belittling, rejection, constant unequal treatment, verbal assaults, excessive demands on child's performance, and isolation from normal social activities.
- 7. Sexual abuse:** Maltreatment, which consists of sexual contact or interactions with a child, including, but not limited to, physical contact (fondling, genital/oral stimulation, sexual intercourse) and non-physical contact (exhibitionism, child prostitution, pornography, and voyeurism).
- 8. Neglect:** Failure or inattention on the part of the caregiver to provide for a child's basic needs such as food, clothing, shelter, medical care, and supervision.
- 9. Compensated workers:** Hourly, salaried, part-time, or full-time employees who work with children at any church-sponsored activity.
- 10. Volunteer workers:** Any non-compensated individual who works with children at any church-sponsored activity.
- 11. Caregiver:** Any compensated or volunteer worker, seventh grade or older.

SCREENING FOR VOLUNTEER AND COMPENSATED WORKERS

The following procedures reflect our commitment to provide protective care for all children and caregivers who participate in church-sponsored activities.

1. Volunteer workers must be regular attendees of FBCD for at least six months.
2. All children's volunteer and compensated workers must complete the following procedures before participating in any church-sponsored children's activities.
 - a. Complete an FBCD Ministry Data form and give permission for any previous church to be contacted as a reference.
 - b. Complete an interview with at least one appropriate Ministry Leader.
 - c. Attend orientation/training activities appropriate to the level of the volunteer or compensated worker.
3. Applicants for children's ministry must sign a written acknowledgment stating both that they have received a copy of and agree to abide by the FBCD Child and Worker Protection Policy and any other policies and procedures relevant to the area of ministry in which the applicant would work.
4. All volunteer and compensated workers will be screened by a **background check** for the purpose of obtaining information regarding criminal history or abuse findings. A copy of the Applicant's Rights under the Fair Credit Reporting Act will be given with the background consent form.
5. Any adult member of the congregation, volunteer, or compensated worker whose background check indicates they have been convicted of a crime against a child or a violent crime against another adult, **shall not provide service in any church-sponsored activity or program for children or special needs persons.**
Under the Fair Credit Reporting Act if an applicant is denied, he must be given a copy of the background report attached to a "**Five Day Letter**" informing them of the results

and giving them five days either to contact the background check provider if changes are needed to their background report or to withdraw their request to volunteer.

A "**Final Notice**" letter will be sent to the volunteer of the church's final decision if they have not communicated with the Ministry Leader or the background check provider after five days.

Those who have been convicted of abuse can be forgiven and cleansed of their sin. However, sin does have consequences and while such persons may serve in certain other areas of ministry at FBCD they will be prohibited from serving in the children's and special needs ministries.

6. Applicants with drug-related convictions will need to prove abstinence for at least three years and attend FBCD for one year. They will also be required to interview with the Senior Pastor as well as appropriate Ministry Leader.
7. This application and the results of any screening shall be kept confidential by authorized church staff or designees.
8. Exceptions to this policy may be made for persons referred to us from various Southern Baptist Agencies, Conventions, or Associations; however, proof of satisfactory background check must be provided to FBCD before such individuals can be involved in ministry with children.

GENERAL POLICIES FOR CAREGIVERS' SUPERVISION

1. Caregivers shall not engage in any form of physical abuse, emotional abuse, sexual abuse, or neglect.
2. Every effort will be made to have a minimum of two adults working together with children. In a Bible Study or similar teaching environment, it is acceptable to have individual classes/groups with only one adult caregiver provided there are other adults present in the general area and age-appropriate child-adult ratios are adhered to. This protects the children and the adults, as well as providing a safer situation in the event of an accident or emergency.
3. A positive approach to discipline shall be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately.
4. The Senior Pastor or his designee (e.g., Children's Ministry Director, Youth Ministry Director) must approve any activities that are held off site. Parent or guardian permission shall be obtained and there shall be a minimum of two adult caregivers present.
5. Organized events on or off site shall be staffed with a minimum ratio of 1:10, adult caregiver to child.
6. Overnight events that are attended by children of both genders must be chaperoned by adult caregivers of both genders.
7. It is recognized that certain counseling and ministerial situations may preclude the presence of two adult caregivers and that the general guidelines for supervision of caregivers should not restrict situations where individual counsel and guidance is necessary. In this case the door must be left open or the window of the door shall remain uncovered.
8. For camps, retreats, or similar activities, two adult caregivers shall work as a team when it is not possible to have two adults in the same sleeping room. The team approach shall be encouraged and coordinated by the responsible supervisory staff person.

REPORTING SUSPECTED ABUSE OR NEGLECT

FBCD recognizes that all people are responsible to follow the laws of the State of Kansas in reporting all cases of suspected child abuse or neglect. Anyone making a report regarding any church sponsored event will contact pastoral staff.

RESPONSE OF FBCD

If the media or other parties contact a church official about a pending allegation of child abuse, they should be referred to the Pastor. Only the Pastor or his designee shall make comments about the allegation.

Children's Promotion and Assistance Policy (adopted 9/01/2013)

1) To determine when children should promote, and if and how to allow exceptions to the general procedure:

- Pre-school children will promote based upon their age (they promote out of the nursery and into the Pre-School class at their 3rd birthday).
- School-aged children (including upcoming Kindergarteners) will promote the first Sunday in June. Children will move into classes corresponding with the grade in which they will be the coming fall.
- Persons who have just graduated high school shall promote into adult classes the first Sunday in September, after which they shall no longer attend student ministry classes or events. (As a result of this policy, it will be vital for the student ministry director to give emphasis to preparing young adults for the coming separation from high school and their introduction into adult classes.)
- In order to insure that it serves its function into the future, participants in young adult classes shall be 18-25 years of age. Older adults need to be transitioned into general adult classes in order, 1) to foster their continued spiritual development, and 2) to insure that any young adult class continues to serve its function as a class for young adults.
- Exceptions to the above policies may be made with the consensus approval of the parent/guardian (if applicable), teacher, ministry director, and pastor.
- We recommend that the Nominating Committee begin its work on or about March 1 so as to have new leadership in place by the time of promotions.

2) To determine whether or not, children can help or assist with younger classes, etc.

- Students that are interested in assisting in another children's ministry must have consensus approval of the parent/guardian, teacher, ministry director, and pastor.
- The student assistant's involvement and expectations shall be clearly described and approved by the parent/guardian, teacher, ministry director, and pastor. Children serving as an assistant cannot take the place of an adult; two adults must be present with children at all times.
- Any Student Ministry assistants/sponsors must be at least 21 years of age.

FBCD CHILD AND WORKER PROTECTION POLICY: FREQUENTLY ASKED QUESTIONS

Is a criminal background check really necessary?

Sadly, the culture in which we live dictates that we must take drastic preventive measures to protect the children and youth with whose care we've been entrusted. Furthermore, there are litigation issues: A church that hasn't performed background checks faces the risk of catastrophic financial penalties in the event that an allegation of abuse within the church leads to a conviction or out-of-court settlement.

Who needs to submit a *Permission to Obtain a Background Check*?

Any church employee, paid staff or volunteer who will have direct contact with any child or youth (less than 18 years of age), either on or off the church campus, during any church-related ministries must submit this forms.

Once I fill out and sign the forms, to whom do I give them?

When you complete the "Permission to Obtain a Background Check" form and (if we asked you to be screened as a driver) the "Kansas Department of Revenue Motor Vehicle Records 3rd Party Consent" form, please place them in the envelope marked CONFIDENTIAL and give it to a background check administrator (Sunday School Director, Jerry Spencer or Pastor, Voyt Lynn). The other forms in your pack (e.g., Ministry Data form) should be completed and returned to your Ministry Leader.

I'm concerned about confidentiality and privacy issues. Who sees my application and the results of my background check?

Please know that your information is confidential, and we will go to great lengths to make sure it stays that way. Only the background check administrators may see the private information given below the shred line of the "Permission to Obtain a Background Check" form, and that private information will be shredded as soon as the background check is complete. The administrators will see the complete results of your background check and will indicate on your Permission form simply if you passed or failed the background check. This form will then be filed in a secured filing cabinet in the church office. Only the background check administrators, ministry leaders, and our church's administrative support staff, may see your Ministry Data form and the pass/fail results of your criminal background check. In the event a felony conviction turns up on the report, Voyt Lynn (Senior Pastor), Jerry Spencer (Sunday School Director), and Brooke McClintock (Preschool Ministry Director) may see the details of your background check.

What is a "US Criminal Record Indicator" database search?

The US Criminal Record Indicator is the most comprehensive and current search available in the United States. The US Criminal Record Indicator database search examines the Department of Public Safety, Department of Corrections, Administrative Office of the Courts, Bureau of Criminal Apprehension, and/or the Department of Criminal Justice files and records, and other applicable government agencies where available. Currently this search includes information from 39 states plus multiple online county records.

Why do I have to list my Social Security Number (SSN)?

A couple of reasons: first, your SSN is the primary key for all databases affiliated with a background check. The second reason is that your SSN is used to verify the following crucial information:

- Whether the SSN is validly issued
- To whom the SSN belongs
- In which year and state the SSN was issued
- Current and other known/previous addresses for that SSN.

The SSN Verification process can reveal that the number belongs to another individual, has more than one name associated with it (i.e., aliases) including maiden and divorced names, is associated with fraud, is not a validly issued SSN, belongs to a deceased person, produces other addresses not stated by the application/request form, or if that individual has other SSNs. Anyone can give a false identification by using another person's Social Security number. This search ensures that the individual is who they say they are. The Social Security search is provided in the Basic Search along with the National Criminal Indicator search.

What criteria from the background check will determine whether or not someone is approved for volunteer work? Who makes that decision?

The background check will cite felony and misdemeanor convictions listed in the National Criminal Database Search. The most obvious reason that someone would be denied the opportunity to do volunteer work in our church is any prior conviction pertaining to an offense against a child. It's quite unlikely, though, that a person with such a conviction would even submit an application. Misdemeanor convictions and even some felony convictions would have little or no negative impact in determining a person's worthiness as a church volunteer. To put it another way, the primary factors in determining approval for ministerial work is the evaluation of an individual's criminal record and the likelihood that the person may pose a threat to our children. In the event a felony conviction turns up on the report, Voyt Lynn (Senior Pastor) and Jerry Spencer (Sunday School Director) will decide whether or not to approve the volunteer for work with the children or youth of FBCD.

I am not presently involved in any church volunteer work that involves young people. Should I submit an application and give permission for a background check?

As our church continues to grow, so do our children and youth ministries. Because the addition of programs to minister to these young people is ongoing, the demand for volunteers is always on the increase. Even though you may not be currently involved in such a ministry, it's a good idea to go ahead and submit your forms now. In the event that you do volunteer work at some point in the future, we'll already have your forms and background check on file.

Some final thoughts...

Please know that the intent of the background check is to protect the young people in our church... period. Its purpose is *not* to cause you personal embarrassment by dredging up past mistakes or wrong choices. Regrettably, it's impossible to implement a viable screening plan without a bit of scrutiny into some personal background information.

Throughout the entire process of developing the *Child and Worker Protection Policy* for our church, a tremendous amount of concern and sensitivity has been shown in regard to matters of confidentiality. Much effort has been put into implementing screening procedures that limit the number of people who have visible access to private information.



Kansas Department of Revenue

Motor Vehicle Records (Drivers License and Vehicle Title/Registration records)

3rd Party Consent (Please print or type)

I hereby certify that my name is _____
(First name) (Middle Initial) (Last Name)

I further certify that my date of birth is ____/____/____, my driver's license number
is _____, my tag number is _____, my vehicle identification number
is _____, my current address is:

(Street) (Apartment/Unit) (City) (State) (Zip)

and my telephone number is _____.

I hereby authorize _____ The First Baptist Church of Douglass and its designees
(First name) (Middle Initial) (Last Name)

to obtain my vehicle registration and/or driver's license record information including my personal
information on those records.

(Signature)

(Date)

FCRA – Summary of Rights

A Summary of Your Rights Under the Fair Credit Reporting Act

The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and a phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688 (1-888-5OPT OUT).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

Notice of Amendments to the Fair Credit Reporting Act

The Summary of Your Rights provided above does not reflect recent amendments contained in the Consumer Reporting Employment Clarification Act of 1998. Of importance to you are the following changes to the law:

- Conviction of a crime can be reported regardless of when the conviction occurred.
- If you apply for a job that is covered by the Department of Transportation's authority to establish qualifications and the maximum hours for such job and you apply by mail, telephone, computer or other similar means, **your consent to a consumer report may validly be obtained orally**, in writing, or electronically. If an adverse action is taken against you because of such consumer report wherein you give your consent to the consumer reporting agency over the telephone, computer, or similar means, **you may be informed** of such adverse action and the name, address and phone number of the consumer reporting agency, **orally**, in writing, or electronically.

These amendments were retroactive to September 30, 1997.

States may enforce, the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051

MINISTRY DATA

LAST NAME			FIRST NAME			MIDDLE INITIAL / PREFERRED NAME		
STREET								
CITY				STATE		ZIP		
HOME PHONE <input type="checkbox"/> Preferred Contact				WORK PHONE <input type="checkbox"/> Preferred Contact				
MOBILE PHONE <input type="checkbox"/> Preferred Contact				EMAIL				
BEST TIME TO CONTACT								
AVAILABILITY			AM	PM	MINISTRY AREAS OF INTEREST			
SUNDAY				<input checked="" type="checkbox"/>	SERVICE AREAS	<input checked="" type="checkbox"/>	SERVICE ROLES	
MONDAY					Nursery (Sunday School)		Teacher	
TUESDAY					Nursery (Sunday am Worship)		Teacher Assistant	
WEDNESDAY					Nursery (Sunday pm)		Food	
THURSDAY					Nursery (Wednesday pm)		Transportation	
FRIDAY					Preschool Sunday School		Nursery Caregivers	
SATURDAY					Pre-K/K Sunday School		Host	
					1 st -2 nd Grade Sunday School		Chaperone	
					3 rd -6 th Grade Sunday School		Administrative	
					Children's Church (Sunday am)		Other:	
					Children's Choir (Sunday pm)		Other:	
					Preschool – 4 th Grade (Wed. pm)		Other:	
					Pre-teen 5-6 th Grade (Wed. pm)		Other:	
					Vacation Bible School		Other:	
					Special Events		Other:	
Present church membership: FBCD Member? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In membership process How long have you attended FBCD? _____								
PREVIOUS CHURCH NAME								
PREVIOUS CHURCH STREET						PREVIOUS CHURCH PHONE		
PREVIOUS CHURCH CITY				STATE		ZIP		
Name of Staff Member that can best express your ministry skills and involvement. <input type="checkbox"/> OK to contact <input type="checkbox"/> Please do not contact								

Church positions held in the past 5 years:

Briefly list or describe your talents, skills and Spiritual gifts.

What training or experiences do you have which might be useful in this position?

Have you been convicted of a criminal offense? Yes No (If yes, please explain below)
(NOTE: It is the policy of First Baptist Church of Douglass to conduct background checks on all adults who serve in ministry with children and youth.)

Have you been convicted of child abuse or sexual abuse or been involved in any activities related to molesting or abusing children/youth? Yes No (If yes, please explain below)

What moving violations are on your driving record? Please list and explain.

I certify that all information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration, and may result in my removal if discovered at a later date.

Signature _____ Date _____