



Volunteer Packet for

ADULTS

(18 yrs and older)

To Work with

Children at CBC

Confidential Sponsor / Volunteer Application Form

This application is to be completed by all applicants involving the supervision or custody of minors. It will help our church provide a safe and secure environment for children.

PERSONAL

Last Name _____ First Name _____ Middle Initial _____

Present Address _____ Date of Birth ____/____/____

City _____ State _____ Zip _____ Today's Date ____/____/____

Email _____ Marital Status _____

Home Phone _____ Cell Phone _____ Work Phone _____

Occupation _____

Do you have a current driver's license? No Yes License # _____ State _____

Have you ever been charged with, indicted for, or pled guilty to an offense involving a minor? No Yes

If yes, please describe all convictions for the past five years. _____

Were you a victim of abuse or molestation while a minor? No Yes

- If you prefer, you may refuse to answer this question.
- You may discuss your answer in confidence with one of the ministers rather than answering on this form.
- Answering yes or leaving the questions unanswered will not automatically disqualify you.

CHURCH

When did you make your profession of faith in Christ? _____

When and where were you baptized? _____

List any gifts, callings, training, education, or other factors that have prepared you for teaching. _____

Only members of Centennial are allowed to work with our children. Are you a member of CBC? No Yes

If yes...how long have you been a member? _____

- Please list other churches you have attended regularly during the past five years.
- Include type of work involving children that you performed.

CHURCH HISTORY

- Church Membership Name _____
 Church Address _____ Church Phone _____
 City, State & Zip _____
 Type of work involving children _____ Dates of Service _____
- Church Address _____ Church Phone _____
 City, State & Zip _____
 Type of work involving children _____ Dates of Service _____
- Church Address _____ Church Phone _____
 City, State & Zip _____
 Type of work involving children _____ Dates of Service _____

REFERENCES

Personal References (not former employers or relatives)

Name	Address	City/State/Zip	Phone

List all previous non-church work involving children. Attach additional sheet if necessary.

Organization	Address	City/State/Zip	Phone

Applicant Statement (Please read and initial each statement)

- _____ The information contained in this application is correct to the best of my knowledge.
- _____ I authorize references or churches listed in this application to provide information (including opinions) they may have regarding my character and fitness for working with children.
- _____ I release all such references from any liability for furnishing such evaluations, provided they do so in good faith and without malice.
- _____ I waive any right I may have to inspect references provided on my behalf.
- _____ Should my application be accepted, I agree to be bound by the bylaws and policies of this church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.
- _____ I further state that I have carefully read the forgoing release and know the content there of and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant's Signature _____ Date _____

Witness _____ Date _____

Sponsor / Volunteer Code of Ethics and Rules

While acting in capacity as a Nursery, Preschool, Children or Teen sponsor or volunteer of Centennial Baptist Church, the following rules shall apply:

1. Smoking or the use of tobacco products in the presence of minors is prohibited.
2. Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.
3. Sponsors or volunteers of minors shall not abuse such minors, including:
 - Any direct observations or evidence of sexual activity in the presence of or in association with a minor;
 - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
 - Sexual advances or sexual activity of any kind between any person and a minor;
 - Sexual advances or sexual activity of any kind to a minor(s);
 - Infliction or physically abusive behavior or bodily injury to a minor;
 - Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of the Church;
 - Mental or emotional injury to a minor;
 - The presence or possession of obscene or pornographic materials at any function of the Church.
4. Sponsors and volunteers must treat all people of all races, religions, and cultures with respect and consideration.
5. Sponsors and volunteers shall not use or tolerate the use of profanity in the presence of minors.
6. Sponsors and volunteers must be free of physical and psychological conditions that might adversely affect any minor's health, including, but not limited to, contagious disease.
7. Sponsors and volunteers will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
8. Sponsors and volunteers will be expected to act and react with Christian love and understanding in all situations.
9. Sponsors and volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor other than their own.
10. I understand that as a sponsor or volunteer with minors for Centennial Baptist Church, I will be subject to a background check, including criminal history.
11. I understand that any violation of this code may be grounds for removal as a sponsor or volunteer with minors.

Print Name _____ Date _____

Applicant's Signature _____

Minor Worker's Statement

The information contained in this screening form is correct to the best of my knowledge. I authorize any references to give you any information, including opinions, which they may have regarding my character and fitness to work with minors and teens. Each reference will also be asked to submit the name of one person to be used as a reference. In consideration of the receipt and evaluation of this applicant, I, _____, hereby release any organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me or my references in this screening form.

I agree to be bound by the Policies and procedures for the Prevention of Child Abuse of Centennial Baptist Church and to refrain from unscriptural conduct in the performance of my services.

I further state that I have carefully read the foregoing release, know the contents thereof and sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Print Name _____ Date _____

Applicant's Signature _____

Print Witness Name _____ Date _____

Witness' Signature _____

Permission for Release of Information From Criminal Records

Please read and initial each item.

____ I hereby give my permission for the release to Centennial Baptist Church, 5321 Brownwood Road, Rutledge, GA 30663, information from law enforcement files concerning any past history of sexual offenses against children with which I may have been charged or convicted.

____ I understand that the information to be released will concern only charges and/or convictions of carnal knowledge of a child under 14 years of age, sexual battery, seduction of a child under the age of 18, touching a child for lustful purposes, disseminating sexually oriented material to children, exploitation of children, carnal knowledge of a stepchild, adopted child or a child of a cohabiting partner, or unnatural intercourse. No information will be released on any criminal record I may have which does not related to these particular crimes.

____ I understand that information will be released on any conviction, any pending charges, or any arrests if I have been arrested two or more times.

____ I understand that Centennial Baptist Church has the right to require this record check as a condition of my volunteer service working with children.

____ I understand I will be sent a copy of any information released from your files pursuant to this permission form and that I have the right to challenge the accuracy and completeness of this information.

____ I understand that this information will be used only for volunteer purposes and will not be re-disseminated to other persons of used for any other purpose.

____ I authorize Centennial Baptist Church to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information, which may be material to my qualifications.

____ I release Centennial Baptist Church from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Last Name _____ First Name _____ Middle Name _____

Maiden Name or Other Names Used _____

Social Security # _____ Date of Birth _____
Month Day Year

Race _____ Gender (circle one) MALE FEMALE

Present Street Address _____ How many years? _____

City _____ State _____ Zip _____

Previous Street Address _____ How many years? _____

City _____ State _____ Zip _____

Signature _____ Date _____

Witness to Signature _____ Date _____

Attach a copy of your ⁵Driver's License

Policies & Procedures For the Prevention Of Child Abuse

PURPOSE

It is the purpose of the members and staff of Centennial Baptist Church to provide a safe and secure environment for preschoolers, children, and youth persons entrusted to our care. We do this to encourage growth in their relationship with God and one another.

A safe and secure environment includes a formal, written policy to help prevent the occurrence of child abuse.

SCOPE

This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of preschoolers, children, and youth.

DEFINITION

For the purpose of this policy the following definitions shall apply:

1. "Preschooler," "child," "children," "youth," and "minor" shall be
Defined as any individual *under* the age of eighteen (18) (or whose mental capacity is that of a minor).
2. "Adult" shall be defined as any individual at least eighteen (18) years of age.
3. "Worker" shall be defined as any adult who serves as a volunteer and/or paid person given the responsibility of working with or caring for minors.
4. "Teenage Worker" shall be defined as any worker at least fourteen (14) years old or older, but under the age of eighteen (18) enlisted to assist with the care of minors.
5. "Child Abuse" shall be defined as verbal, physical, emotional, or sexual abuse of a preschooler, child, youth, or minor.
6. "Criminal Background Check" is the procedure used by the United Way Volunteer Center, DPS, or other qualified agency to check the background of adult volunteers for criminal activity.

What is Child Sexual Abuse?

“Any sexual activity with a child – whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim.”

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the action.

Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Child sexual abuse includes behaviors that involve touching and non-touching aspects.

WORKER ENLISTMENT

1. Whether a paid employee or a volunteer, each worker desiring to work with minors, will be required to complete a Minor Worker Application which is specifically designed for workers who will be working with minors.
2. After the application is received, prior employment, background and personal references will be checked. (It is suggested that, at a minimum, personal references be telephoned and a written memorandum be made of the contents of those telephone conversations, and their prior employment and church service references be contacted in writing.)
3. Any prospective worker that has prior incidents of sexual misconduct or child abuse should not be allowed to serve in any capacity where they would have contact with minors.
4. Criminal background checks will be performed on each applicant after the applicant has signed the Worker's Statement form, and prior to being enlisted as a worker. National and State background checks will be done for applicants living at current address for less than 5 years. Annual criminal background checks will be performed on workers, randomly or as deemed necessary. (Only qualified representatives of Centennial Baptist Church will have access to the criminal background check report. Recommendations will be given by this individual(s) to the appropriate Committee as to the qualification of applicants.)
5. Standard interview shall be conducted with employee applicants (after reviewing the applications of the applicant, checking all references, and receiving a criminal background check report.) **(Criminal background checks are not allowed to be kept more than thirty (30) days after receipt.)**
6. No worker will be allowed with minors until they have been a member and or regular attendee of the church for a minimum of (6) months. The Pastor has authority to make exception to this rule based on his personal reference of the applicant.

WORKER TRAINING

Each new worker will be given the **legal definition of child abuse in writing**, as well as the **policy of the church on reporting of child abuse**. New workers will also be required to view child abuse prevention video(s) and read the written materials available on this subject to help them gain an appreciation for the reality of the concern. This will help workers identify child abuse in the future if they see signs of it.

VOLUNTEER INFORMATION FORM

Employees, teachers of minors, and volunteers of activities or programs for minors of Centennial Baptist Church will be required to complete a Minor Worker Application providing personal and confidential information necessary to perform security background checks and reference checks on each individual worker. While this process understandably trespasses into the privacy of our lives, the security of our children outweighs the personal invasion inherent with such investigation and disclosures. All personal information voluntarily disclosed, the results of all security background and reference checks or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be maintained in the strictest of confidence.

Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify a volunteer from participating in the leadership, sponsorship or supervising of any activities or programs with minors:

Any conviction for:

- Criminal homicide;
- Aggravated assault;
- Crimes related to the possession, use or sale of drugs or controlled substances;
- Sexual abuse;
- Sexual assault (rape);
- Aggravated sexual assault;
- Injury to a child;
- Incest;
- Indecency with a child;
- Inducing sexual conduct or sexual performance of a child;
- Possession or promotion of child pornography;
- The sale, distribution, or display of harmful material to a minor;
- Employment harmful to children;
- Abandonment or endangerment of a child;
- Kidnapping or unlawful restraint;
- Public lewdness or indecent exposure;
- Enticing a child.

All charges for these crimes or charges or convictions for any other crimes not listed above will be reviewed by those trained by the volunteer Center for interpretation of the criminal history record transcript and approved by the church for reviewing applicant transcripts.

SPECIFIC ACTS AND OMISSIONS IN VIOLATION OF THE POLICY

The following acts of omission are violations of this Policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to the designated program staff after the safety of the child, children, youth, or minor involved has been assured.

- ❖ Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- ❖ Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- ❖ Sexual advances or sexual activity of any kind between any person and a minor.
- ❖ Infliction or physically abusive behavior or bodily injury to a minor.
- ❖ Physical neglect of a minor including failure to provide adequate supervision in relation to the activities of Centennial Baptist Church.

- ❖ Mental or emotional injury to a minor.
- ❖ The presence of possession of obscene or pornographic materials at any function of Centennial Baptist Church.
- ❖ The presence, possession, or being under the influence of any illegal or illicit drugs.
- ❖ The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at Centennial Baptist Church.

WORKER SUPERVISION

1. Centennial Baptist Church has a “two adult” rule, which means no adult (including ministers) shall be left alone with a child, and requires a reasonable ratio of adult workers to be maintained in each situation involving the supervision of children.
2. Church staff and volunteer directors will supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time.
3. An identification system shall be adopted so that the adults who drop off a child are the same adults who pick up the child. Permission slips will be available for adults to sign, authorizing the release of the child(ren) to other adults.

OCCASIONAL VOLUNTEER WORKERS

1. Those who volunteer on a periodic basis must also undergo the entire volunteer screening process. There are no exceptions.
2. Teenagers under eighteen (18) wanting to serve as teen workers in any capacity with activities, studies, or programs for preschoolers or children will need to fill in a Teen Minor Worker Application Form and go through the training. The only step in the process they are except from is the criminal background check.

SUPERVISION OF VOLUNTEERS

1. Parental permission shall be obtained in advance for involvement in church sponsored programs, activities or whenever an adult might be spending time alone with a child in an unsupervised situation.
2. A door without windows shall remain open at all times.
3. Use a “check-in/check-out” procedure for all kindergarten aged children and younger.