



Children's & Youth Ministry Application Packet

For adults (those age 19 and older) to complete.

Thank you for your interest in serving in the Children's/Youth Ministry at Faith Bible Church! We are thankful for your willingness to serve our families and the Lord Jesus Christ in this way.

Before you begin to serve, you will need to fill out the enclosed forms:

1. Application for Children's & Youth Ministry
2. Child & Youth Protection, Prevention, & Response Policy Acknowledgment
3. Background Investigation Authorization Form

Please return the complete forms to the church office as soon as possible. You may keep the Faith Bible Church *Statement of Faith* and *Child & Youth Protection, Prevention & Response Policies* attachments for future reference. After we receive your completed forms, we will conduct the reference and background checks. An elder or staff member will then contact you to let you know if your application has been approved for ministry at Faith Bible Church.

Please note that you must receive approval before you begin to serve in the Children's or Youth Ministry at Faith Bible Church.

Again, thank you for your willingness to serve the Lord in this way!

Children's & Youth Ministry Application Form

For adults (those age 19 and older) to complete.

Name: _____ Date: _____
Address: _____ Phone: _____
Email Address: _____ Date of Birth: _____ (MM/DD/YYYY)

I am a:

- Regular Attender, and have attended Faith Bible Church since (approximate date & year): _____
- Non-Attender

1. I have received and read the *Child & Youth Protection, Prevention, & Response Policies for Faith Bible Church* and agree to abide by it. (Please initial) _____

2. Please describe previous experience, paid or volunteer, in this church or elsewhere, involving children or youth.

3. Please describe any gifts, training, education, or other factors that would apply to your ministry to children or youth.

4. What motivated you to become involved in ministry to children or youth?

5. Please share your testimony of faith and assurance of salvation.

CONFIDENTIAL INFORMATION

The following questions are designed to help us provide a safe, loving, and secure environment for the volunteers and children who participate in our programs.

Answering “yes” to any of the following questions will **not** necessarily disqualify you for working with the Children’s or Youth Ministry. An elder may talk with you in private, however, to see whether you need any pastoral assistance regarding the matter and to learn whether that issue has a bearing on your ability to work with children or youth.

If you prefer not to answer any of these questions in writing, you may leave them blank, and an appropriate leader will talk with you personally and privately.

1. Have you ever been convicted or pleaded guilty to a crime (other than minor traffic violations)?

No Yes I would like to discuss this

Comments or Explanations: _____

2. Have you ever touched a child in a sexual manner? *Do **not** include child-to-child contact that occurred more than ten years ago.*

No Yes I would like to discuss this

Comments or Explanations: _____

3. Have you deliberately and repeatedly viewed pornography in the past three years? *This includes reading, watching, listening to, or in any other way using pornographic material—including books, magazines, television shows, movies, internet programs, or telephone services.*

No Yes I would like to discuss this

Comments or Explanations: _____

4. Many people have experienced abuse at the hands of others. Most of these people abhor such behavior and are especially alert and sensitive to the need to provide a safe and caring environment for children. At the same time, residual effects may remain in some people’s lives, including a hesitancy to report suspected child abuse. Although we will not ask if you have ever been abused or molested while a minor, we want to offer pastoral assistance. Please make an appointment with any elder if you are concerned that a past experience of this nature may have a bearing on your ministry or if you need assistance in dealing with any after-effect.

I would like to discuss this

REFERENCE INFORMATION

1. Please list all churches you have regularly attended during the past five years.

Church	City, State	Years Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Please list any volunteer or paid positions you have held in any church in the past five years.

Position	Supervisor	Phone/Email	Dates Worked
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Please list the names of three people over the age of 18, *other than family members*, who know you well. **At least one of these must be a regular attender of Faith Bible Church.**

Name	Email (Required)	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATEMENT OF FAITH (Please read the attached *Statement of Faith* document)

- I affirm the Faith Bible Church *Statement of Faith*.
- I hold the following differences to the Faith Bible Church *Statement of Faith* (areas not mentioned will be assumed as being affirmed).

Note: Not all things in the Statement of Faith are of equal weight. We do not believe as a church that every part of this statement must be believed in order for one to be saved. Areas that are not held by children's or youth workers will be reviewed by the elders to determine if the difference is within parameters that will continue to elevate truth and demonstrate love and unity.

COMMITMENT

Should my application be accepted, I agree to be bound by Faith Bible Church's policies for children's and youth workers. I also agree to refrain from any unscriptural conduct in the performance of my services on behalf of the church.

Printed Name: _____

Signature: _____

Date: _____

**Child & Youth Protection, Prevention, & Response
Policies Acknowledgment**

Please read the attached *Child & Youth Protection, Prevention, & Response Policies* document before signing.

These guidelines and policies have been designed to guide and assist you when working with minors. The information establishes general practices and guidelines and should not be construed in any way as a contract of employment or continued employment. Faith Bible Church reserves the right to make changes in the content or application of these policies and to implement those changes with or without notice.

The terms defined herein are defined for the purposes of the program and do not suppose or establish a legal relationship. These terms are not defined for the purposes of creating a legal relationship with Faith Bible Church or any related or associated entity and instead are to be used with this document.

ACKNOWLEDGMENT

I have received a copy of Faith Bible Church’s *Child & Youth Protection, Prevention, & Response Policy*. I understand it is my responsibility to become familiar with and adhere to the information contained herein.

Printed Name: _____

Signature: _____

Date: _____

Background Investigation Form

Important! Please read carefully before signing authorization.

NOTICE REGARDING BACKGROUND INVESTIGATION

A consumer report (background screening report) and/or an investigative consumer report which may include information obtained through personal interviews concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, may be obtained in connection with your application for and/or continued employment, contract for services or volunteer services with Faith Bible Church. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment, contract for services or volunteer services with the Faith Bible Church. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize Faith Bible Church to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my application for and/or continued employment, contract for services or volunteer services at Faith Bible Church. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above, and have received a Summary of My Rights Under the FCRA. This report may be delivered in either written or electronic form.

Last Name: _____ First: _____ Middle: _____

SSN: _____ *Date of Birth: _____ (MM/DD/YYYY)

Driver's License Number: _____ State of Driver's License: _____

Any other names I have been known by: _____

Current Address (Include City, State, & Zip): _____

Previous Addresses (Last 7 Years): _____

Signature: _____ Date: _____

**For ID Purposes Only*

Check for CA, MN or OK applicants only, if you would like to receive a copy of the consumer report if one is obtained.

SUMMARY OF RIGHTS—FCRA

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

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.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **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 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore.
- **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.
- **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.consumerfinance.gov/learnmore.

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. For information about your federal rights, contact:

Type of Business:

- 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.
- b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:

2. To the extent not included in item 1 above:

- a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks
- b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act
- c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations
- d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

Contact:

- a. Bureau of Consumer Financial Protection
1700 G Street NW
Washington, DC 20006
- b. Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
- c. (877) 382-4357

- a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050
- b. Federal Reserve Consumer Help Center
P.O. Box 1200
Minneapolis, MN 55480
- c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106
- d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO) 1775
Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings
Department of Transportation
400 Seventh Street SW
Washington, DC 20590

Office of Proceedings, Surface Transportation Board Department of
Transportation
1925 K Street NW
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor
Associate Deputy Administrator for Capital Access
United States Small Business Administration
406 Third Street, SW, 8th Floor
Washington, DC 20416

Securities and Exchange Commission
100 F St NE
Washington, DC 20549

Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357

Statement of Faith

THE BIBLE

We believe the Bible, consisting of both the Old and New Testaments, to be the inerrant Word of God. Every word of the original manuscripts having been breathed by God Himself and written by men moved by the Holy Spirit and spoken from God. As God's completed revelation, the Scriptures are fully sufficient as our ultimate authority for faith and practice.

[Psalm 19:7-9](#) | [2 Timothy 3:15-17](#) | [2 Peter 1:2-4, 20, 21](#)

GOD

We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. All are identical in essence and equal in power, glory, attributes, and perfection.

[Deuteronomy 6:4](#) | [Isaiah 45:5-7](#) | [Matthew 28:19](#) | [1 Corinthians 8:4](#) | [2 Corinthians 13:14](#)

We believe God the Father is the author of creation and the source of all things. He is the Head of Christ, the initiator of our salvation, the standard of holiness, and the designer of our redemption. As God, He is holy, righteous, good, loving and full of mercy. God the Father sovereignly controls the flow of human history and will personally bring it to fulfillment through the person of His Son, Jesus Christ.

[Genesis 1:1-31](#) | [1 Chronicles 29:11](#) | [Psalm 103:19, 145:8-9](#) | [1 Corinthians 11:3](#) | [Ephesians 1:3-5, 10](#)

We believe in the true deity and full humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His promised personal return to earth in power and glory to reign as the King of kings.

[Luke 1:26-35](#) | [John 1:1-5, 14, 5:21, 25, 10:30, 14:16-17](#) | [Romans 3:24-25, 6:5-10](#) | [Philippians 2:5-8](#) | [Colossians 1:15-17](#) | [1 Peter 1:18-21](#) | [Revelation 20:11-15](#)

We believe in the full deity of the Holy Spirit as eternal and coequal with the Father and the Son. The Holy Spirit convicts the world of sin, brings new life to those who were once spiritually dead, and baptizes (places) all believers into the one true universal church. The Holy Spirit permanently indwells every believer beginning at the moment of salvation and seals them unto the day of their final redemption. The Holy Spirit gives spiritual gifts for ministering to others, guides believers in all truth, and empowers them to live in victory over sin.

[John 3:3-8, 14:16-17, 16:7-13](#) | [Romans 8:9-11](#) | [1 Corinthians 12:7-14](#) | [Ephesians 1:13-14, 4:4-6, 30, 5:18](#)

MAN

We believe man was created in the image and likeness of God in innocence and without sin. Through Adam's sin, all humanity has fallen and is in rebellion against God and is therefore spiritually dead and alienated from God.

[Genesis 1:26, 3:1-24](#) | [Psalm 14:1-3](#) | [Jeremiah 17:9](#) | [John 1:12-13, 3:3-8](#) | [Romans 3:9-18, 23, 5:10-12, 8:6-8](#) | [Ephesians 2:1-3](#) | [Titus 3:4-7](#)

SALVATION

We believe salvation is wholly of God by grace through faith in the finished work of Jesus Christ, through the merit of His shed blood, and not on the basis of human merit or works. Salvation is given by God as a gift to those whom He has chosen before the foundation of the world and drawn to Himself through the work of the Holy Spirit. The Holy Spirit guides in repentance and gives the faith necessary to believe in the Lord Jesus Christ and His completed work by His death, burial, and resurrection so that no one can boast.

[John 1:12, 16:7-11](#) | [Acts 11:18, 13:48](#) | [Romans 2:4, 6:23, 8:29](#) | [1 Corinthians 15:3-4](#) | [Ephesians 1:4,7, 2:8-10](#) | [Hebrews 10:12-14](#) | [1 Peter 1:18-19](#)

We believe that those who are saved are recreated spiritually, born again, as completely new creatures, resulting in the full forgiveness of sins and the liberty of holy living. Though indwelling sin remains a reality in every believer, we are to be led by the Holy Spirit, grow in the knowledge of the Lord, keep the Lord's commandments, and live in such a way that all may see our good works and thus glorify our Father who is in heaven.

[Ezekiel 36:16-27](#) | [John 3:1-21](#) | [Romans 6:17-18, 7:21-25, 8:1](#) | [2 Corinthians 5:11-19](#) | [Galatians 5:1](#) | [Titus 3:1-8](#) | [1 Peter 1:13-21](#)

We believe that those who are saved are pardoned of their sin and are given the promise of eternal life by virtue of the perfect righteousness of Christ that is freely given to us of God.

[Romans 3:26, 4:6, 8:33](#) | [1 Corinthians 1:30](#) | [2 Corinthians 5:21](#) | [Colossians 2:13-14](#)

We believe salvation is eternal, and that God finishes the saving process without the threat of losing saving grace.

[John 3:16-17, 10:27-30](#) | [Romans 8:31-39, 16:25](#) | [1 Corinthians 3:10-15](#) | [2 Corinthians 5:10](#) | [Ephesians 2:8-10](#) | [Philippians 1:6](#) | [1 John 5:13](#)

THE CHURCH

We believe that the Church is Christ's Body on this earth and is comprised of all true believers in Him throughout the world.

[John 17:11-26](#) | [Ephesians 4:1-6](#)

We believe that there is a biblical distinction between Israel as a nation and the Church as a "holy nation." The earthly, temporal promises made to Abraham (a land in which to live, a nation of people, and the temporal blessings of God) are fulfilled through Israel as God's chosen people. The heavenly, eternal promises made to Abraham are fulfilled through Christ and are experienced by those, both Jew and Gentile, who are in Christ, the heirs of the promises.

[Genesis 12:1-3](#) | [Galatians 3:6-9,16,29](#) | [Hebrews 11:8-10,12-16](#) | [1 Peter 2:9](#)

We believe that the Church, whose Head is Christ Jesus her Lord, is to be led by biblically qualified men called elders, who are assisted in service by biblically qualified deacons. Properly appointed Elders are the "pastors/shepherds" of the Church. Elder selection is on the basis of character, calling, and spiritual giftedness.

[Acts 14:23, 20:17-35](#) | [1 Timothy 3:1-13, 5:17-25](#) | [Titus 1:5-9](#) | [Hebrews 13:17](#) | [1 Peter 5:1-5](#)

We believe that true believers must meet together on a regular basis for instruction, worship, sharing, and encouragement in order to maintain spiritual growth and to encourage each other to continually look for the return of the Lord Jesus Christ. These assemblies are to be characterized by corporate worship, biblical instruction, prayer, and fellowship.

[Acts 2:42-47](#) | [1 Corinthians 11:17-34, 12:1-14](#) | [Ephesians 4:1-16](#) | [1 Timothy 3:14-15](#) | [Hebrews 10:23-25](#) | [1 John 3:16-20](#)

We believe that the exercise of divinely granted spiritual gifts by each member of the Body is essential for attaining full spiritual maturity on behalf of all the members of this local Church.

[Romans 12:3-8](#) | [1 Corinthians 12:1-31](#) | [Galatians 5:13](#) | [Ephesians 4:1-16](#) | [1 Peter 4:7-11](#)

We believe that the miraculous gifts of divine revelation and healing were affirmations of apostolic authority, supernaturally given to affirm the Word as delivered through these chosen men until the Scriptures, God's inspired revelation, were completed.

[1 Corinthians 13:9-13, 14:20-22](#) | [2 Corinthians 12:12](#) | [Hebrews 2:1-4](#)

We believe that the members of the Church are responsible to live lives of holiness as salt and light in the world, and that individual believers are responsible for evangelizing those who are lost.

[Matthew 5:13-16, 28:18-20](#) | [Acts 1:8](#) | [Ephesians 5:1-21](#) | [Titus 2:11-15](#) | [1 Peter 1:13-21](#) | [2 Peter 3:11-12](#)

We believe that the Family is the foundational institution of both society and the Church, that children are a gift from the Lord, that parents are first and foremost responsible for the spiritual education of their children, and that the Church is a supporting and complementary entity in the process of training the next generation.

[Genesis 1:26-28, 2:21-25](#) | [Deuteronomy 6:1-9](#) | [Psalm 78:1-7, 127:1-5](#) | [Ephesians 5:22-6:4](#) | [Colossians 3:18-21](#) | [2 Timothy 3:14-15](#)

We believe that the God of the Old and New Testaments teaches us through His Holy Scriptures that marriage is ordained by God as a physical and spiritual union between one man and one woman exclusively and that only such a union can be rightly blessed by the Church.

[Genesis 1:26-28, 2:18-25, 5:1-2](#) | [Matthew 19:4-9](#) | [Ephesians 5:31-33](#) | [Revelation 19:7](#)

We believe that all who profess faith in Jesus Christ as Savior are to be water-baptized as a public identification with Him. We also hold that the clearest portrayal of the significance of this baptism is the mode of immersion.

[Matthew 28:18-20](#) | [Acts 2:41, 8:12,36-39, 10:44-48, 16:33](#) | [Romans 6:4-11](#)

We believe that participation in the Lord's Table, Communion, is the privilege and responsibility of all believers, and that it should be celebrated with regularity as a continual testimony to Christ's death and soon return to earth. We also hold that this celebration is open to all true believers.

[Acts 2:42](#) | [1 Corinthians 11:17-34](#)

END TIMES

We believe in the resurrection of both the saved and the lost—those who are saved to the resurrection of life in Heaven, and those who are lost to the resurrection of eternal damnation in Hell.

[John 5:29, 6:39, 11:23-26](#) | [Romans 8:10-11,19-23](#) | [2 Corinthians 4:14](#) | [Revelation 20:13-15](#)

We believe that this present age will culminate in the coming “day of the Lord” when believers will be “caught up” and forever be with Him. We also hold that this “coming day of the Lord” will manifest the just wrath of God on an unbelieving world followed by a 1000-year rule and reign of righteousness by the Lord Jesus Christ. Final judgment and a new redeemed heaven and earth will then come.

[1 Thessalonians 4:17, 5:2-9](#) | [Revelation 14:14-15:1, 19:1-20:6, 21:1-27, 22:1-21](#)

Child & Youth Protection, Prevention, & Response Policies

As we consider the continuing challenges of children's and youth ministry, we realize that one of the unfortunate realities of our fallen world is that children can become the targets of adults' sinful hearts and actions. In our stewardship of ministry, we want to ensure the safety of our children and youth as much as possible, and respond biblically and lawfully to any violation of that safety.

The following policy is an effort to be proactive in our ministry. We request that all children's and youth workers become familiar with it.

Feel free to contact Jen Sauberan at jen.sauberan@faithbiblelincoln.org if you have any questions. Thank you for your ministry and your cooperation.

INTRODUCTION

To help protect children, Faith Bible Church has adopted the following Child & Youth Protection, Prevention and Response Program. It is important that all Faith Bible Church paid staff and volunteers understand and implement these guidelines and policies to help prevent sexual and physical abuse against children. The following includes the purpose and definitions for these guidelines and policies, the outlines of protection, prevention and response.

PURPOSE

These procedures are designed to reduce the risk of child abuse in order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
2. Assist Faith Bible Church in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
3. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
4. Provide a system of response to alleged victims of abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of abuse made against volunteers and paid staff.

DEFINITIONS

The following terms are used herein and are defined as follows:

1. Paid Staff—any pastor, minister, or employee who is paid.
2. Children/Youth/Minor—any person who has not reached his/her 19th birthday as defined by Nebraska state law.
3. Adult—any person who has reached his/her 19th birthday as defined by Nebraska state law.
4. Volunteer—any unpaid person engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors or adults.
5. Sexual Abuse—the employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation

of a minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, sexual gestures, sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.

6. Child Abuse—a person commits child abuse if he/she knowingly, intentionally, or negligently causes or permits a minor child to be:
 - a. Placed in a situation that endangers his/her life or physical or mental health.
 - b. Cruelly confined or cruelly punished.
 - c. Deprived of necessary food, clothing, shelter, or care.
 - d. Placed in a situation to be sexually exploited by allowing, encouraging, or forcing such minor child to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.
 - e. Placed in a situation to be sexually abused as defined above.

PROTECTION & PREVENTION

Volunteer & Employee Screening Procedures

The following screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

Employment Application & Volunteer Application

1. Any paid staff and volunteers who will work with a minor must complete the Employment Application and/or the Volunteer Application.
2. Applications include a statement, which the applicant should acknowledge in writing, certifying that statements provided in the application are true and complete, and any misrepresentation or omission may be grounds for rejection of the applicant or for dismissal if he/she is employed. This statement authorizes Faith Bible Church to contact any individual or organization listed in the application.
3. Review all statements made in the application, paying specific attention to any gaps in time and irregular employment patterns or unexplained absence. Pursue these gaps with employers listed and in a subsequent interview.
4. Conduct interviews with all staff applicants. Volunteers may be interviewed if further information is required.
 - a. If detrimental information is uncovered but the applicant remains desirable, discuss this information with the applicant. In the event the applicant is ultimately hired or accepted as a volunteer, document the reasons for overriding the prior information. Whenever possible, Faith Bible Church will have an associate participate in the interview.
5. Contact all listed references for volunteers and paid staff using the current reference check procedures. References will be used to help determine the applicant's suitability for the position.

Criminal Background Check

Faith Bible Church will conduct a criminal background check on all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors.

CONFIDENTIALITY

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above referenced means will be kept in a secure location and access to it will be restricted if possible. These materials will be archived.

SUPERVISION PROCEDURES

Unless an extenuating situation exists, Faith Bible Church:

1. Will have an adequate number of screened and trained paid staff or volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity. Supervision may be direct (the children are in the line of sight of the supervisors) or indirect (the children may be out of the direct sight of the supervisor but control is maintained).
2. Will monitor facilities during activities involving infants through 5th grade activities.
3. Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.

DISQUALIFICATION

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors unless the council of elders of Faith Bible Church waive the disqualification:

1. Any offense against minors as defined by Nebraska state law or the state laws of their prior residence.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug related offenses, or family violence.
3. A prior criminal history of an offense against minors.

SEXUAL OFFENDER AT FAITH BIBLE CHURCH

Faith Bible Church may allow a person known to be a sexual offender to remain or become a member of the congregation, but they must adhere to specific guidelines as outlined in a personal contract between the person and the Council of Elders. The contract will include guidelines from the offender's probation/parole officer for any restrictions regarding attending services or other functions where children are present. If restrictions don't prohibit participation or the offender is not on probation but on the registry for sexual offenders, the contract will consider the following guidelines. The extent of these guidelines will be considered on a case-by-case basis with a review of the contract every six months.

1. The known sexual offender cannot participate in any of the child or youth programs without a sponsor.
2. The known sexual offender must be accompanied (within sight) of a sponsor in areas designated by the contract.
3. The identity of the sexual offender will be disclosed as determined by the Council of Elders on a case-by-case basis.

RESPONSE TO SEXUAL OR PHYSICAL ABUSE

Faith Bible Church will respond promptly to investigate any accusation of sexual or physical abuse. All accusations of abuse will be taken seriously. It is important to be appropriately respectful to the needs of those who allege abuse and those who have been accused of abuse.

When an allegation is made involving abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. The paid staff or elder will begin investigating the allegations and may use the assistance of legal counsel or other consultants. The investigation will be conducted as follows once reasonable cause has been determined that the abuse needs to be reported.

Note: "Reasonable cause" may be defined as the incident reasonably may have occurred and that what has been alleged meets the criteria of abuse.

1. Report the incident to the Nebraska Department of Health and Human Services (1-800-652-1999) or if an emergency situation, to local law enforcement (911).
2. Report the matter to Faith Bible Church's insurance carrier.
3. Cooperate with authorities and the insurance carrier.
4. Faith Bible Church may suspend (with pay for paid staff) the alleged offender while a confidential investigation is being conducted.
5. An official of Faith Bible Church (and legal counsel or other consultants) will then meet with the council of elders of Faith Bible Church and present a report on their investigation, which will include findings and recommendations of actions.
6. An elder (and legal counsel or other consultants) of Faith Bible Church will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
7. An elder (and legal counsel or other consultants) of Faith Bible Church will meet with the alleged victim, along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions.
8. During the investigation, an elder of Faith Bible Church shall maintain contact with the alleged victim and his/her parents or legal guardian, and inform them of the actions taken and assist them in their process of healing.
9. An elder of Faith Bible Church (and legal counsel or other consultants) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts.
10. Communicate with criminal and civil legal counsel of Faith Bible Church.
11. All correspondence and responses to the media will be done through Faith Bible Church's attorney.

If any staff member or volunteer witnesses an event that meets the criteria of abuse as stated in this policy, they are to immediately notify local law enforcement (911) and then follow the applicable steps as stated above.

If, after following the steps above concerning an allegation of abuse, the investigating staff or elder deems that the definition of reasonable cause was not met, any staff member or volunteer who disagrees with the investigating staff/elder in regards to this, should notify the investigating person of the disagreement and the incident is to be turned over to Health and Human Services and local law enforcement.

In any situation where an allegation is made involving abuse—whether the investigating staff or elder took action, failed to take action, or threatened with respect of the disclosure or reporting of abuse—if it is "reasonably believed" by the reporting person that the church, paid staff or elder's actions are in violation of the law or is using poor judgment, the church will not take or threaten any retaliatory action against the reporting person.

Note: "Reasonably believed" is defined as a good faith judgment that the information is true.