



**CHILD and YOUTH and VOLUNTEER
PROTECTION POLICY
SACRED & SAFE TEAM - 2014**

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CHILD AND YOUTH PROTECTION POLICY

I. PURPOSE, APPLICABILITY, SCOPE AND POLICY TERMS

Purpose

This policy is intended:

- To be faithful to our child dedication vows as we seek to welcome children and remove stumbling blocks.
- To provide a safe and secure environment for children and youth at PBC.
- To protect children and youth from sexual, physical, and emotional abuse while participating in PBC activities.
- To provide a mechanism to deal with reported concerns and subsequent actions.
- To guide PBC as an institution in the conduct of its employees and volunteers and prevent incidents and allegations of child abuse.
- To protect adult volunteers and employees from unwarranted allegations of child abuse.

This policy addresses five components of child and youth protection:

1. Screening applicants for employment and volunteer service for a history of behavior potentially detrimental to children and youth.
2. Training both employees and volunteers and children and youth in the child and youth protection policy and in appropriate supervision and chaperoning.
3. Reporting allegations and/or concerns regarding child and youth protection issues
4. Responding to allegations and/or concerns regarding child and youth protection issues.
5. Addressing known offenders as members of PBC

Applicability

This policy applies to persons including PBC employees and volunteers participating in all children and youth programs of PBC, including but not limited to:

- Sunday school classes
- Extended Session
- Children and youth fellowship programs
- Weekday School
- Children and youth choirs
- Church sponsored retreats, mission trips, etc
- Vacation Bible School
- Christian Life Center and its sponsored activities.
- Church sponsored athletic teams
- Cub Scouts, Boy Scouts, Girl Scouts
- Outreach, such as Rama Road, community service, etc.
- Nurseries and child care

Scope

Who is Covered by this Policy?

This policy supercedes all prior PBC child and youth protection policy statements.

All employees of Providence Baptist Church, including the staff of the Weekday School, are governed by this policy, which relates specifically to the Personnel Manual's reference to "Child Protection Policy." With regard to any employee(s) of PBC, perceived conflicts or ambiguities in interpretation and application of this policy shall be resolved by the Church Administrator and Senior Pastor.

Generally, PBC does not directly control independent contractors, however, all independent contractors who work with PBC children and youth are governed by this policy.

All volunteers of Providence Baptist Church who work with children and youth are governed by this policy.

What Does the Policy Require?

1. All employees and volunteers shall abide by the Code of Conduct.
2. Each person must assume responsibility for his/her own actions in working with children and youth and for attending training offered on child and youth protection.
3. An individual may be terminated from employment and/or volunteer service for failure to observe and abide by this policy. This action may be taken regardless of the outcome of any investigation if the Senior Pastor, Church Administrator, or Personnel Committee determine that the Child and Youth Protection Policy and procedures have not been followed.

Outside Groups Using PBC Facilities

All leaders of non-PBC sponsored groups and events using PBC facilities, which have direct supervision of children and youth, are expected to adhere to these policies. Upon receipt of the policy from PBC, the leaders must review the Child and Youth Protection Policy and sign the Outside Group Leaders Release Form to acknowledge their review of it and to confirm their agreement to follow the policy.

Given the nature of the outside groups that use PBC facilities, PBC will not perform background checks, seek personal and professional references, review employment records, or obtain civil and criminal records for such groups. Leaders of outside groups will be invited to attend PBC's frequently scheduled training classes and are expected to conduct their own due diligence in this regard.

Policy Terms (glossary):

Employee – Any person who works for salary or wages at Providence Baptist Church (PBC) (e.g. staff, PBC Weekday School employees, custodians.)

Volunteer – Any person who gives of their time and participates in a PBC sponsored activity.

Leader – An adult member designated by the sponsoring organization, with responsibility for children and/or youth. The adult must be a minimum of 21 years of age and at least 4 years older than the oldest child or youth they supervise. Leaders of overnight trips must be at least 25 years of age.

Church Sponsored Activity - Includes any and all gatherings that arise from PBC-generated worship, educational, fellowship, administrative, pastoral, mission or recreational events. These events include on-campus and off-campus gatherings.

Child or Youth – Persons under 18 years old and considered a minor under the law. This term shall also include legally incompetent persons.

Head of Staff – the Senior Pastor of Providence Baptist Church **or Personnel Committee designee.**

Providence Sacred and Safe Team (PSAS) - A Team which regularly reviews concerns, provides appropriate feedback, and assists in the implementation of Child and Youth Protection Policy.

Adult Leadership Form – This form tracks compliance of adult leadership for ministries that supervise children and/or youth.

Child Abuse – A non-accidental injury or pattern of injuries to a child. Child abuse may include:

Neglect – Occurs when the adults responsible for the well-being of a child fail to provide for the child. Neglect may include not giving food, clothing, shelter; failure to keep children clean; lack of supervision and withholding medical care.

Physical Abuse – An injury or pattern of injuries that happen to a child that are not accidental. These injuries may include beatings, burns, bruises, bites, welts, strangulation, broken bones or death.

Sexual Abuse – Sexual abuse is the sexual assault or exploitation of children.

Sexual abuse may consist of numerous acts over a long period of time or a single incident. Children can be victimized from infancy through adolescence. Typically, the perpetrator keeps the child from disclosing the abuse through intimidation, threats, and rewards.

Emotional Abuse – Chronic and persistent acts by an adult that endanger the mental health or emotional development of a child including rejection, ignoring, terrorizing, corrupting, constant criticism, mean remarks, insults and giving little or no love, guidance and support.

Spiritual Abuse – Using religious references to shame or by guilt to motivate a child into a particular action or behavior.

II. SCREENING OF EMPLOYEES AND VOLUNTEERS

1. Personal interviews, application forms, personal and professional references, employment records, background checks (both criminal and civil) are required for all employees. Background checks will be done on PBC volunteers. Information gained by these means will be used to determine eligibility to work with children and youth.
2. Interviews, reference checks, employment records, and criminal and civil background checks, are to be documented in writing, and become confidential church property. These records will not be released to any party except with the written approval of the Senior Pastor or Church Administrator. These records will be made available to the employee or volunteer, but not a candidate for employment, if a written request is made to the Senior Pastor or Church Administrator.
3. In addition, all current and potential employees and volunteers will be required to sign the Employee and Volunteer Ministry Application Form at the beginning of their service and again every three years when background checks are renewed. This statement is a supplement to the personal application, and is maintained in the employee's personnel file or in departmental notebooks of volunteer forms. Each fall, all employees of PBC and all volunteers with youth and children will be required to review the current Child and Youth Protection Policy and sign a Recommitment Form.
4. For Employees: Any candidate for employment who has a past conviction of or pending proceeding addressing an allegation of child abuse or neglect cannot be employed by Providence Baptist Church without the express written approval of the Personnel Committee, including the Senior Pastor and Church Administrator. The Personnel Committee, including the Senior Pastor and Church Administrator, will consider the available information related to the circumstances of the situation in order to make a determination about the employment of the individual in question. Active substance abuse or a conviction for any of the following will automatically disqualify an individual from employment with children or youth: pedophilic behavior, incest, rape, assaults, indecent exposure, pornography, sodomy or abuse of a minor.

4. For Volunteers: Any candidate for volunteer service who has a past conviction of or pending proceeding addressing an allegation of child abuse or neglect cannot work with children and youth at Providence Baptist Church. Active substance abuse or a conviction for any of the following will automatically disqualify an individual from volunteer service with children and youth: pedophilic behavior, incest, rape, assaults, indecent exposure, pornography, sodomy, or abuse of a minor.

III. SUPERVISION

Two-Adult Policy

At least two adults will supervise all church sponsored programs and activities involving children and youth whether on or off campus. Adults must remain in sight of one another at all times except in emergency situations. Since spouses cannot be compelled to testify against one another in a court of law, relatives count as one adult. Adults in leadership roles are expected to avoid situations where they are alone with children and youth by having leadership teams of at least two adults for all activities. The presence of two or more adults prevents awkward circumstances where child abuse could occur or be alleged, allows shared leadership, and facilitates appropriate discipline. This two-adult policy extends to all overnight and off campus-related events. Under no circumstances can one adult alone take or accompany children or youth on an overnight outing.

Adults are to avoid being in a one-child, one-adult situation. If it is necessary for a child to get home after an event, an effort should be made to contact the family and inform them of the situation before transporting the child. This rule can be eased if other adults are close by and can visually observe activities at all times. For example, it is permissible for one adult driver to transport several children and youth in a single vehicle in a convoy of vehicles traveling to or from an event.

When one-on-one interactions between children and youth and employee/volunteers are necessary (e.g. in emergency situations or occasions of pastoral care), care must be taken to conduct the meeting in an environment that provides visibility by other adults. Another adult must have knowledge of the employee/volunteer's whereabouts and with whom they are meeting.

Adult/Child/Youth Ratios

- ⌚ The required adult/child/youth ratios for chaperones for any ministry with children or youth that is held within a contained classroom shall be 1:10, however, best practices highly recommends 1:4. Gender balance is suggested.

- ⌚ The required adult/child/youth ratios for chaperones for any ministry with children or youth that is held in the gym, outside, on the lawn or off campus should be 1:6. Gender balance is suggested.
- ⌚ The required adult/child/youth ratios for chaperones for overnight trips shall be 1:6; however, best practices highly recommends 1:4. Gender balance is required.
- ⌚ Weekday operates according to N.C. policies of Dept. of Child Development. **The N.C. Dept. of Child Development's classroom staff to child ratio is listed below.**

Sample

CLASSROOM STAFF TO CHILD RATIO

Classroom # _____

Age of youngest child enrolled in this classroom	Center's Ratio: Staff to Children	Maximum Number of Children allowed
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☐ Minimum Requirements

Age of Children	State Minimum requirements Ratio: Staff/Children	Maximum Group size permitted
to 12 months	1/5	10
12 to 24 months	1/6	12
2 to 3 years	1/10	20
3 to 4 years	1/15	25
4 to 5 years	1/20	25
5 years and Older	1/25	25

☐ Voluntary Enhanced Requirements

Age of Children	Voluntary Enhanced Ratio: Staff/Children	Voluntary Enhanced Maximum Group size permitted
0 to 12 months	1/5	10
12 to 24 months	1/6	12
2 to 3 years	1/9	18
3 to 4 years	1/10	20
4 to 5 years	1/13	25
5 to 6 years	1/15	25
6 years and Older	1/20	25

☐ Highest Voluntary Enhanced Requirements

Age of Children	Highest Voluntary Enhanced Ratio: Staff/Children	Maximum Group size permitted
0 to 12 months	1/4	8
12 to 24 months	1/5	10
2 to 3 years	1/8	16
3 to 4 years	1/9	18
4 to 5 years	1/12	24
5 to 6 years	1/14	25
6 yrs and older	1/19	25

** Children younger than two years old may be cared for in groups with older children at the beginning and end of the operating day provided the staff/child ratio for the youngest child in the group is maintained.*

**In any multi-age group situation, the staff/child ratio for the youngest child in the group shall be maintained for the entire group.*

**Centers may choose to meet lower ratios than what the state requires.*

** Please check the appropriate box of the staff child ratio your program is required to meet based on your license type.*

Open Door Policy

Doors to rooms in which children and youth are present are to remain open. If noise increases to a level that disturbs other classes, the door may be shut as long as there is clear glass in the door, nothing impedes vision through the glass, and at least two adults are present. Employees and volunteers are expected to avoid any situation in which they could be alone with children and youth or out of sight of others except in emergency situations. This is to protect:

- a) children against situations in which abuse might occur, and
- b) adults against false accusations of child abuse.

Six Months Policy

Any person in a leadership position with children or youth must have been a member of PBC or a Sunday School member for at least six months. Any exceptions must be approved by the Ministerial Staff for each specific volunteer opportunity.

Training for Adults

All employees, all church officers, and any volunteers, who work with children and youth, are required to attend a training session and sign the relevant documents regarding child and youth protection. The church will offer regular training opportunities. This training will include the following:

- ⌚ The need for the Child Protection Policy
- ⌚ Definition of child abuse
- ⌚ Preconditions for child sexual abuse to occur
- ⌚ Definition of inappropriate conduct
- ⌚ Church policies governing working with children and youth
- ⌚ Two Adult Policy
- ⌚ Open Door Policy
- ⌚ Procedures for reporting allegations and/or concerns regarding child and youth protection issues
- ⌚ Procedures for responding to allegations and/or concerns regarding child and youth protection issues
- ⌚ Supervising and chaperoning children and/or youth

Following successful completion of the above training and approval of their application, employees and volunteers may be deemed eligible to work with children and youth at PBC. This eligibility must be renewed annually by submittal of a Recommitment Form. Training sessions must be renewed every three years and background checks will be renewed every six years.

Training for Children and Youth

Parents bear the primary responsibility for teaching their children about child and youth protection and safety issues. Nonetheless, from time to time, PBC may offer age-appropriate educational opportunities for children and youth to provide them with necessary information about child and youth protection issues, including their right to be free from unwelcome and inappropriate touching or remarks, how to report their concerns, and church policies regarding their safety. Parents will be advised prior to any such educational sessions.

Adult Leadership Form

All departments that engage in ministries with children and/or youth are required to submit an Adult Leadership Form in order to document compliance with this policy. This form tracks membership status, compliance with training, ensures proper ratios, acknowledges background checks and transportation requirement compliance. A separate form must be submitted for each activities, event, trip or ministry. If two different age

groups are attending the same ministry, two separate forms must be completed and submitted. Overnight ministries must submit the ALF prior to departure of the activity, event, trip or ministry. Non-overnight ministries must submit the ALF no later than two weeks before the activity, event, trip or ministry.

Code of Conduct

1. PBC employees and volunteers will not verbally, emotionally, physically or sexually abuse children.
2. PBC employees and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care.
3. PBC employees and volunteers may use physical restraint only in situations necessary to protect the child or others from harm.
4. PBC employees and volunteers will provide proper supervision and exercise sound judgment in providing a safe environment at all times.
5. PBC employees and volunteers will avoid situations during PBC programs where they would be alone with a single child and cannot be observed or monitored by others. As adults supervise children, they should space themselves in a way that other adults can see them.
6. PBC employees and volunteers are expected to observe the Two-Adult Policy and Open Door Policy in their interaction with children and youth at all times except in emergency situations.
7. Restroom supervision:
 - PBC employees and volunteers will always use proper supervision when children are using public bathrooms to ensure their safety.
 - PBC employees and volunteers will call on leaders who may be “floating” from room to room to assist with restroom supervision in order to maintain the two-adult rule.
 - PBC employees and volunteers will make sure suspicious or unknown individuals are not occupying the restroom before allowing children to use the facilities.
 - Children will be sent in pairs, and whenever possible, with PBC employees and volunteers. PBC employees and volunteers will stand in the doorway while children are using the restroom in visual sight of another adult. This policy allows privacy for the children and protection for the PBC employees and volunteers (i.e. not being alone with a child).
 - If PBC employees and volunteers are assisting younger children, doors to the facility must remain open.
8. PBC employees and volunteers will respect the rights of children and youth not to be touched in ways that make them feel uncomfortable, and their right to say no. Adults will discourage children from touching others in an inappropriate manner.
9. PBC employees and volunteers should be alert to the physical and emotional state of children entering the program. Any signs of injury or possible child abuse must be reported to the Minister for Children and their Families or the Minister for Youth and Their Families who will report to the Senior Pastor or the Church Administrator of PBC.

10. PBC employees and volunteers should release children only to the authorized parent, guardian, or other individual authorized in writing by the parent or guardian.
11. Using, possessing, or being under the influence of alcohol or illegal drugs, or being impaired by legally prescribed drugs during church working hours or church sponsored programs is prohibited.
12. Smoking is not allowed.
13. Profanity, inappropriate language or jokes, and any kind of harassment in the presence of children or parents is prohibited.
14. PBC employees and volunteers will not share inappropriate details of their personal life or ask children to share inappropriate details through any form of communication: written, verbal or electronic.
15. PBC employees and adult volunteers may not date participants.
16. Because gift giving can be a form of “buying” silence or loyalty, gift giving must be done on a group basis and for specific occasions only.
PBC employees and volunteers are not allowed to give gifts to individual children or youth without knowledge and permission of parents or PBC minister / department head. Even gifts to the whole must be appropriate and legal.
17. PBC employees and volunteers are required to read, sign and adhere to all policies related to identifying, documenting, and reporting child abuse and attend training sessions on the subject, as instructed by a supervisor.
18. PBC employees and volunteers are required to report to the Senior Pastor or Church Administrator any circumstances that under this policy affect their ability to work with children and youth.
19. Only under leadership of the minister a volunteer has the right to search property.
20. There shall be no inappropriate communication through social media.

IV. REPORTING

The law and this PBC policy make the responsibility for reporting Child Abuse and Suspicions of Child Abuse very clear. See Section IV and V of this policy for guidance and direction regarding reporting of and responding to Child Abuse and Suspicions of Child Abuse

A. Allegations

1. Every employee and volunteer of Providence Baptist Church with the knowledge is required to report any situation which presents a suspicion that child abuse may have occurred. Such report shall be made to the Minister for Children and their Families or the Minister for Youth and their Families, in no case more than 24 hours after such occurrence, who will report to the Senior Pastor or the Church Administrator.
2. Any report of child abuse made by a child about their care by a parent, guardian, youth, adult, or PBC staff employee or volunteer, despite how unlikely such report may seem, must be relayed to the Minister for Children and their

- Families or the Minister for Youth and their Families who will report to the Senior Pastor or the Church Administrator of PBC.
3. The Senior Pastor or Church Administrator shall, as required by law, report the situation to the Mecklenburg County Department of Social Services or other appropriate local authorities for investigation. That number is 704-336-2273.
 4. All concerns and reporting shall be kept confidential.

B. Concerns

From time to time issues arise regarding the conduct of our children, youth and adults at PBC, the Children and Youth Ministry Programs and the adults involved in Children and Youth Ministry that are not clearly abuse related issues but impinge upon child and youth protection and safety, but that may require attention and review. Sometimes patterns and trends of a questionable nature may be noticed.

This section provides a means to report such issues other than Child Abuse in a manner that will assure the issues, patterns, or trends are recorded for subsequent review, addressed, and resolved.

Examples of issues reported might include:

- child and youth safety such as transportation issues, behavior issues, safe swimming conduct, etc., during Children and Youth Ministry activities
 - inappropriate conduct by adults during PBC sponsored activities such as inappropriate language, dress, conduct, safety, leadership, discipline, substance abuse, etc.
 - inappropriate conduct by children or youth during PBC sponsored activities such as inappropriate language, dress, conduct, safety, leadership, discipline, substance abuse, etc.
 - lack of adherence to the Child and Youth Protection Policy
 - observations of inappropriate class or group conduct or activities during PBC sponsored events for Children and Youth
 - potentially inadequate, inappropriate, or unwise leadership of children and youth Ministry Activities.
1. All adults, youth and children are encouraged to report any issues as soon as possible to the responsible adult leadership at the time the issue is observed. It is important to bring issues of safety to the attention of responsible adults as soon as possible. Such notification may be oral.
 2. When it is appropriate or more comfortable, anyone who wishes to have an concern addressed is encouraged to bring the issue to the attention of the Minister for Children and Their Families and/or the Minister for Youth and Their Families or the chairs of the appropriate age group Ministry Committees either verbally or in writing. All volunteers are encouraged to be responsible in identifying issues and it is desirable that such concerns bear the name of the originator.

3. Specific concerns related to numbers IV B., 1 and 2 above should be communicated to the Providence Sacred and Safe Team in a timely manner. The PSAS Team is available to hear concerns from any member or employee of PBC related to protection and safety concerns of children and youth.

V. RESPONDING

A. Allegations

In the event of an allegation of child abuse, the following procedures shall be followed at Providence Baptist Church:

1. Every allegation shall be taken seriously. Adequate care, respect, and confidentiality shall be offered to alleged victims and perpetrators until the allegation is substantiated or cleared.
2. The Church Administrator will immediately contact the PBC attorney and liability insurance carrier.
3. In consultation with the PBC attorney the following may be appropriate:
 - a. The Senior Pastor may notify the parent(s) or legal guardian of the alleged victim.
 - b. The Senior Pastor and/or the Church Administrator may notify the accused individual.
4. Written documentation, relating to the matter, shall be kept in a confidential file.
 - a. The Senior Pastor, Church Administrator and/or the Personnel Committee may complete an internal investigation in addition to that which will be carried out by the authorities, following the required notifications.
 - b. An individual accused of child abuse may be placed on leave from his/her responsibilities at the discretion of the Senior Pastor, Church Administrator or Personnel Committee. For employees, this may be with or without pay.
 - c. To protect the child or youth from further possible abuse or harassment, PBC will prohibit the accused individual access to the alleged victim and other children and youth in ministries sponsored by PBC.
 - d. In the event of an unsubstantiated allegation, the Senior Pastor or the Church Administrator will make a determination as to whether the individual will be allowed to return to work as an employee or volunteer at the Church. They will consider the individual's likely effectiveness in working with children/youth following an allegation and investigation of child abuse. An employee has the right to appeal the decision to the Personnel Committee. A volunteer has the right to appeal the decision to the Personnel Committee.
5. PBC employees and volunteers are expected to cooperate fully with the investigation authorities, such as the Child Protective Services Unit of the Department of Social Services, with guidance from the PBC attorney.
6. All PBC employees and volunteers will refer any inquiries regarding the situation to the Senior Pastor. The Senior Pastor, or his/her designee, shall be the only

person authorized to release any information regarding an allegation except where the law requires others to release information, such as to a protective services investigator or a police officer.

7. All PBC employees and volunteers are expected to avoid denial, minimization, or blame during the period of investigation of the allegation.

B. Concerns

1. Every report of a concern regarding the children or youth of PBC shall be evaluated to determine if it in fact represents a report or a suspicion of Child Abuse. Such concerns will be processed as described by this policy.
2. The Providence Sacred and Safe Team shall evaluate any report of a concern related to child and youth protection and safety, even if it does not fall under the legal definition of abuse or its suspicion, to assure proper follow up on the issue.
3. All concerns reported shall be documented and maintained for long term review of notable trends or patterns of unacceptable activity by *the PSAS Team*. If a trend or pattern develops PSAS Team will report to the Senior Pastor and the Church Administrator. If a conflict of interest is noted during the review, other church staff will perform the review. Over a longer term, the file of written concerns shall be reviewed in summary form by the PSAS team.

VI. ADDRESSING KNOWN OFFENDERS WHO ARE MEMBERS

At Providence Baptist Church, we seek to live in covenant with God and with one another and to be a redemptive community to all who are members. We also acknowledge that redemptive action and responsible action can, at times, be in tension or even in seeming opposition. We embrace this fact as a natural part of seeking to be the church in the world.

We adopt these procedures for ministering to those among us who are known offenders of children and youth while maintaining our focus on protecting the children and youth of our church

1. Known offenders are required to make their status and any terms of probation known to the Senior Pastor.
2. The Senior Pastor will appoint a group of 3-5 members to establish appropriate boundaries, in writing, governing the life of the offender within the church, including areas on campus where he/she may go unaccompanied. Group members will receive training in protection of children and youth and in dealing with known offenders. No decisions made by this group will conflict with any provisions of the PBC Child and Youth Protection Policy.
3. The known offender will give written acknowledgement and acceptance of PBC's Child and Youth Protection Policy and of the boundaries imposed.
4. At no time is a known offender to be assigned to ministries with children and youth.
5. At no time is a known offender to congregate with children and youth.
6. At no time is a known offender allowed in areas of the church or grounds dedicated to children and youth or in use primarily by children and youth.

7. As circumstances warrant, the Senior Pastor may identify a known offender to church employees and volunteers whose ministries should be informed of this fact.
8. Known offenders will receive the normal pastoral care afforded any member.
9. Should a known offender disregard the terms established in this policy, or should a known offender disregard any boundaries or conditions set by the Senior Pastor and his/her appointed group, the violation will be handled through the Personnel Committee of PBC.

— END OF POLICY —

Appendices

Prior to May 2014 volunteers were asked to complete 3 steps...

1. Complete a Volunteer Service Form
2. Complete a background check application and have a background check completed
3. Attend a class

Volunteers rarely completed all three steps. The volunteer service form and the online background check application questions were often repetitive.

In an effort to simplify the process and improve compliance the online application was expanded to incorporate the questions from the volunteer service form. Volunteers can now complete all the questions online in one step. Paper forms aren't always completed fully. With the online questions they can't leave a question blank or it will not accept it.

Beginning in May 2014 volunteers have 2 steps...

1. Complete the expanded background check application and have a background check completed
2. Attend a class

Volunteers who have completed the process are now issued a photo ID badge. The expiration date on the badge is 3 years after their last background check.



Mary Ann Crouch

Badge expires: Sep 2015



Providence Baptist Church
Charlotte, North Carolina

Employee and Volunteer Ministry Application Form

Application Form

<https://www.ministryopportunities.org/Application.aspx?oid=1338>


Application Form

Please enter your information within the next 40 minutes

* This online application is protected by a Secure Certificate Authority, which supports up to a TLS1.2 256-bit encryption process. This process can be verified using your browser's security token information page. All information provided on this form is secure. For more information on how to access this information, please contact us.

Full Legal Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First	Middle	Last
Other Names Used:	<input type="checkbox"/> Check this box to enter other names you may have been known as in the past, such as your maiden name.		
Current Address Since:	<input type="text"/> (MM/DD/YYYY)	<input type="text"/> Street, apartment, etc.	
	<input type="text"/> City	<input type="text"/> State	<input type="text"/> Zip
Previous Address From:	<input type="text"/> (MM/DD/YYYY)	<input type="text"/> Street, apartment, etc.	
	<input type="text"/> City	<input type="text"/> State	<input type="text"/> Zip
Previous Address From:	<input type="text"/> (MM/DD/YYYY)	<input type="text"/> Street, apartment, etc.	
	<input type="text"/> City	<input type="text"/> State	<input type="text"/> Zip
Social Security Number:	<input type="text"/> Enter Numbers Only (###-##-####) Required Only for Identity Verification Purposes		
Date of Birth:	<input type="text"/> (MM/DD/YYYY) Required Only for Identity Purposes		
Ethnicity:	Race/Ethnicity Unknown		
Gender:	<input type="radio"/> Female <input type="radio"/> Male		
Phone Number:	<input type="text"/> (###)###-####		
Email:	<input type="text"/>		
Confirm Email:	<input type="text"/>		
Drivers License:	<input type="text"/> Number State		

Next >

Home Log Off - phcd02 To Do Web Inquiries Pipeline (6) Background Checks (6) Training (0) Settings Reports Imports		 MINISTRY MOBILIZER	
Question	Hidden		
1	False	Please select the department you will be associated with.	Edit
2	False	What year did you join Providence Baptist?	Edit
3	False	List names and addresses of other churches you attended regularly during the last five years.	Edit
4	False	What is your occupation and place of employment?	Edit
5	False	What leadership/volunteer experience have you had with children/youth? (Be specific, where possible include dates and place if not at PBC.)	Edit
6	False	Please list PBC ministries and activities in which you are involved.	Edit
7	False	Do you have any health related limitations that should be considered?	Edit
8	False	Do you have any medical training or are you CPR certified?	Edit
9	False	Please give 2 references: (Must be over 18 years old and not related to you.)	Edit
10	False	Have you ever been denied participation in supervising children/youth activities in any organization?	Edit
11	False	Have you ever been convicted of or pled guilty or nolo contendere (no contest) to traffic violation(s) in the last five years?	Edit
12	False	Have you had a drivers license suspended?	Edit
13	False	Certain types of behavior may reflect negatively on your fitness to serve in this ministry. Have you ever been charged with or convicted of any crime or misdemeanor involving (1) a minor child, (2) stalking or harassment, (3) sex or lewd behavior (e.g., rape, sexual assault, prostitution, public indecency) or (4) violence against another person.	Edit
14	False	Have you been convicted for the illegal use or sale of drugs?	Edit
15	False	Have you been convicted of any crime excluding minor traffic violations?	Edit
16	False	Bearing in mind that your proposed service may involve access to minor children, is there anything in your personal history or experience that indicates that you have any problem whatsoever involving sexual attraction to children or any related tendencies that could pose a risk of harm to any children you may encounter during your service?	Edit
17	False	Have you ever been the subject of a complaint of child abuse or any other type of mistreatment of children?	Edit
18	False	Has anyone ever complained to you, the organization you were serving with, or to the government concerning your care of children?	Edit
19	False	If you answered yes to any questions above please provide an explanation. Please reference the question number.	Edit
			New

Ministry Mobilizer Version 7.5

**Providence Baptist Church
Charlotte, North Carolina**

Employee and Volunteer Recommitment Form

This renewal of commitment form is to be completed annually by all employees and those desiring a ministry position involving the supervision or custody of children and/or youth. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Name _____ Date _____
Last First Middle

Address _____
Street City State Zip

Home Phone _____ Work Phone _____

Occupation _____ Place of Employment _____

In the past year, are there pending, or have you been convicted of, or pled guilty or nolo contendere (no contest) to any criminal charges that effect your eligibility to work with children and/or youth. If yes, please describe

Do you have any medical training? _____

Are you CPR certified? _____

Is there any health related reason that would keep you from effectively working with or cause any potential harm to children? _____ If yes, please explain. _____

Please list the PBC ministries in which you are currently involved.

Applicant's Recommitment Statement

The information in this Recommitment Form is correct and complete to the best of my knowledge.

I acknowledge that I have read the PBC Child and Youth Protection Policy and have received copies for my personal use. I agree to follow the Child and Youth Protection Policy and to refrain from inappropriate conduct in the performance of my services on behalf of the church. I understand that any violation of the Code of Conduct or misrepresentation of information that I have provided may result in termination of employment or volunteer service with children/youth.

Applicant's Signature _____

Date _____

Child and Youth Protection Policy Adult Leadership Form

Complete the first five columns and submit to the CE Office

☺day events – no later than 2 weeks before the event begins

☹overnight events – no later than 1 month before the event begins.

If two different age groups are attending the same conference, two separate forms must be completed and submitted.

Event Name _____ **Dates** _____

Sponsoring Department _____ **Overnight?** _____

Contact Person _____ **Primary staff at event** _____

Contact # _____ **# Children/Youth** ____ (**# males** __ **# females** _)

Transportation (church or personal vehicle, chartered bus, other) Church transportation requires copy of Driver License. Personal transportation requires copy of Driver License and proof of insurance. See Implications of CYPP for PBC Sponsored Events and Programs for details. Indicate drivers with an (*).

Name of Adult	Age if under 25	Church Member Date	Train Date	Current Recommit Form Date	Backgrd Check

Submission Signature _____ **Date** _____

CYP Steering Committee Signature _____ **Date** _____

Use reverse side for additional names