



Volunteer Application

RETURN THIS FORM TO KIDS MINISTRY

PERSONAL INFORMATION

Name: _____ Birthday: _____
Address: _____ City/State/Zip: _____
Email: _____
Cell Phone: _____ Cell Provider: _____

MEMBERSHIP

How long have you attended Crosspoint? _____ Have you joined as a member of Crosspoint? Yes No
Have you ever been convicted of a crime? Yes No If yes, what for? _____

TESTIMONY

To help us know you better, briefly tell us about your relationship with Christ:

MINISTRY AREAS • HAVE YOU SERVED IN MINISTRY BEFORE? IF SO, WHERE?

Date: _____ Church: _____ Ministry/Activity: _____
Date: _____ Church: _____ Ministry/Activity: _____
Date: _____ Church: _____ Ministry/Activity: _____

REFERENCES • PLEASE LIST 2 REFERENCES OTHER THAN FAMILY MEMBERS BELOW:

Name: _____ Phone: _____
Address: _____ Relationship: _____
Name: _____ Phone: _____
Address: _____ Relationship: _____

PREFERENCES & AVAILABILITY

I prefer to work in the following areas:

- Babies-Preschoolers Elementary Kids Welcome Desk Greeter Production Team Special Needs

I am available:

- Sunday mornings Monday mornings Wednesday evenings Thursday evenings Friday mornings
- VBS/Special events



Background Authorization Form

Volunteers under 18 years of age, please skip this first section.

CROSSPOINT UNITED METHODIST CHURCH | 2250 PJ ADAMS PARKWAY | CRESTVIEW FL 32536 | 850-678-4411

During the application process or at any time during the tenure of my employment and/or as a volunteer with Crosspoint United Methodist Church, I hereby authorize Crosspoint United Methodist Church to procure a consumer report which I understand may include information regarding my character, general reputation, personal characteristics or criminal record.

This report may be compiled with information from court record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or criminal record.

Current Address: _____ City/State/Zip: _____

Phone(s): _____

Date of Birth: _____ Social Security #: _____

Driver's License #: _____ Driver's License State: _____

Email: _____ Cell Phone: _____

If at this address for less than 3 months, please give previous address(es): _____

Printed Name _____

Signature _____

Date Signed _____

SAFE ENVIRONMENT POLICY ACKNOWLEDGEMENT FOR CHILDREN, YOUTH AND DISABLED ADULTS

I have received and read the Safe Environment Policy of Crosspoint. I understand the information as stated in the policy as it regards to volunteering with children, youth, and disabled adults.

Printed Name _____

Signature _____

Date Signed _____

OFFICE USE

Name of in-taker: _____ (please print) Department _____

Attach results: Negative, Positive (print results, attach to this form-notify executive pastor or minister of administration). Update info on Arena.



Safe Environment Policy

KEEP THIS DOCUMENT FOR YOUR RECORDS

PURPOSE

The purpose of this policy is to enable our church to provide an environment that is safe, healthy, and conducive to learning and forming positive relationships. Protecting minors (those under 18 years of age) and disabled adults is of utmost importance in all areas of ministry. This policy governs the conduct of all paid and volunteer staff of Crosspoint United Methodist Church.

RESPONSIBILITY

All staff, paid and volunteer, shall be responsible for implementing this policy.

WORKER SELECTION AND SCREENING

A process for selecting and screening workers, as described below, shall be followed. This process is for both volunteer and paid staff and shall include: an application, reference checks, an interview, abuse prevention training and active participation in the church. Church membership may be required for some positions. Church membership or attendance may be waived for recreation ministry coaches and Celebrate Recovery leaders. Adults working with children, teenagers or the disabled will be required to obtain a full background screening and may include a fingerprint check with Florida Department of Law Enforcement. The results of these checks will be kept on file in the church and will be restricted to maintain confidentiality.

FORMAL APPLICATION PROCESS

All persons desiring to work with, supervise, or teach minors or disabled adults must complete an "Application for Ministry." Anyone refusing to complete the application will not be considered for placement. Applications will be submitted to the Ministry Leader. Applicants must be at least 12 years old on the date they sign their application and 12 - 14 year olds may serve under the supervision of a parent or sponsor.

FORMAL INTERVIEW

The Ministry Leader shall conduct a face-to-face interview of the candidate, review the application and discuss information pertaining to the suitability of the candidate to work with minors or the disabled. The applicant shall provide, if applicable, official positive photographic identification (**driver's** license, military ID, and other government issued ID), which verifies the applicant's identity.

REFERENCE CHECKS

The completed application must include at least two character references. These references shall not be family members, relatives, pastors of this church or ministry leaders. The church will contact these references, churches, **organizations, and prior employers to assess the applicant's** suitability to work with minors or disabled adults. All information received from all reference contacts shall be kept in strict confidence.

ABUSE PREVENTION TRAINING

Workers shall receive orientation and training concerning the definition and prevention of abuse. Such training will include a thorough review of this policy.

If an applicant has a history of being arrested, labeled, or charged as a child predator or child molester, he/she will not be allowed to work with minors or disabled adults.

WORKER SUPERVISION

1. Two-Worker Rule

At least two approved workers should be present with minors or disabled adults at all times. This rule protects minors and disabled adults by reducing the risk of abuse, and protects workers by reducing the risk of false accusations. The two-worker rule applies to all official church functions, including but not limited to services, classes, field trips, and parties, etc. Two adults shall be required in each vehicle transporting minors in relation to official church functions. There is one exception to the two-worker rule. When there are two or more high school students present it is permissible for there to be only one approved worker.

2. Adequate Staff

All official church functions that involve minors and disabled adults will be staffed adequately enough to ensure safe activities and compliance with this policy. All paid and volunteer personnel employed or serving with children in the 4th grade or below must be at least four years older than the age group with which they are employed or serving. Volunteers and paid staff serving with students in the 5th–12th grade or with disabled adults must be at least 21 years of age or in college unless they are additional workers over and above the minimum number of workers required. If this is not the case, then they must be a Freshman in High School to work with 5th & 6th grade students, a sophomore in High School to work with Middle School Students, and a college student or 21 years of age to work with High School students.”

3. Diapering and Restroom Policies

All workers will follow the diapering policy specified in the Nursery Policy. An adult or youth employee or volunteer will not enter a restroom alone with a child. They will not enter a restroom stall with a child. Children who are capable of going to the restroom by themselves should be allowed to do so, but workers will adequately monitor the children’s travel to and from the restroom. **Workers may provide assistance in unfastening and fastening young children’s clothing, but such assistance will not take place inside a restroom stall.** In the Nursery Area, doorstops will be used to keep restroom doors open to provide easy access for children and to provide an atmosphere that insures a safe environment for all.

4. Administration of Medicine Prohibited

Workers will not administer any medication of any kind to any child. **Medication may be administered only by a child’s parent/guardian.** In special cases, such as field trips or youth trips, exceptions will be made.

5. Reporting Requirements

Everyone will be responsible for reporting child abuse. All workers who observe abuse or have reasonable suspicion that abuse has occurred will immediately report such concerns to the Staff person responsible for their ministry. The types of abuse are; physical abuse, emotional abuse, neglect, sexual abuse, and ritual abuse. Ministry Leaders are required by law to report allegations to the Florida Abuse Hotline 1-800-96-ABUSE.

PROCEDURES FOR REPORTING ALLEGED ABUSE

Crosspoint United Methodist Church will respond to all alleged or suspected incidences of child/youth abuse in an effort to protect the child/youth and any individuals involved in the incident. It is not the policy of the church to prove whether the alleged suspected abuse has or has not occurred, as this is the responsibility of the proper legal authorities.

Upon suspecting or learning of an allegation of abuse, you should:

- Report the situation immediately to the staff member who is in charge of the event or activity.
- The staff member in charge of the event or activity will immediately suspend and remove the individual from the duties involving minors and/or disabled adults pending external and internal investigation.
- The staff member in charge of the event or activity will immediately contact the Executive Pastor.
- The Executive Pastor and staff member will decide who will inform the parents of the allegations and respond to questions and concerns.
- The staff person will inform appropriate legal or state authorities by telephone and within five days of the alleged or suspected abuse, a written report will be submitted to the state agency, concerning the incident and a copy placed on file in the church office.
- All such matters will be dealt with in the strictest confidence. Any person reporting alleged abuse will refrain from any discussion about the alleged incident with anyone other than the staff person.
- If necessary, the church will prepare a press release that appropriately responds to the alleged abuse situation and actions being taken by the church. One person from the church shall be appointed by the Senior Pastor to be the spokesperson to the media.

SAFE ENVIRONMENT TEAM

The Safe Environment Team will include the following: Crosspoint Executive Pastor, Campus Pastor or Executive Pastor from each campus, Minister of Recreation, Chairperson of Trustees, Student Ministers from each campus, Kids Ministers from each campus, and the Group Life Minister (or equivalent position) from each campus.

REDUCING THE RISK OF CHILD SEXUAL ABUSE

Children are a gift from the Lord and are invited to fully participate in the life of the church. Children need to feel welcomed, loved, and protected. **The Social Principles of The United Methodist Church state “the children must be protected from economic, physical, emotional, and sexual exploitation and abuse” (162 C).** God calls us to create communities of faith where children, youth, and adults increase in wisdom and knowledge in a safe and secure environment.

Studies have estimated that 1 out of 3 girls are sexually abused before the age of 18. Also, studies indicate 1 out of 7 boys have been sexually abused before the age of 18. How does abuse happen? Child sexual abuse happens when a person exerts his or her power over a child in ways that harm and/or exploit the child. In other words, the abuser is powerful; the child is vulnerable. There may be several sources from which the abuser gains power over the child: size, position, knowledge, money, etc. It is imperative for our church to adopt and implement a safe environment policy and apply this policy in all areas of ministry.

Because we care about our children, teenagers, and disabled adults, we require that all staff and volunteers complete the following:

- A formal application process
- A formal face to face interview
- Two character references and the church will contact previous churches, organizations, and prior employers
- Regular attendance in church

TYPES OF ABUSE

Abuse is categorized in five primary forms: physical abuse, emotional abuse, neglect, sexual abuse, and ritual abuse.

1. Physical Abuse is when a person deliberately and intentionally causes bodily harm to a child. Examples may include violent battery with a weapon (knife, belt, strap, etc.), burning, shaking, kicking, choking, fracturing bones, and other non-accidental injuries to a person.
2. Emotional Abuse is when a person exposes a child to spoken and/or unspoken violence or emotional cruelty. Emotional abuse sends a message to the child of worthlessness, badness, and being not only unloved but undeserving of love and care. Children exposed to emotional abuse may be locked in a closet, deprived of parental affection, constantly told they are bad or stupid, or allowed to abuse alcohol or drugs.
3. Neglect Abuse is when a person endangers a child, teenager, **or disabled adult's health, safety, or welfare** through negligence. Neglect may include withholding food, clothing, medical care, education, and even **affection and affirmation of a child's self-worth**.
4. Sexual Abuse is when sexual contact between a child, teenager, or disabled adult and an adult (or another older and more powerful youth) occurs. The victim is never truly capable of consenting to or resisting such contact and/or such sexual acts. Often, the child is physically and psychologically dependent upon the perpetrator of the abuse. Example of sexual abuse may include fondling, intercourse, incest, and the exploitation of and exposure to child pornography or prostitution.
5. Ritual Abuse is when physical, sexual, or psychological violations of a child are inflicted regularly and **intentionally by a person or persons responsible for the child's welfare**. The abuser may appeal to some higher authority or power to justify the abuse. The abuse may include cruel treatment of animals or repeated threats of harm to the victim, family members, or animals.

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