



## Children's Ministry Worker Policies (Birth – 5<sup>th</sup> Grade)

*We live in a time where sexual misconduct and child abuse are a reality in our society. The church must deal with these issues as a "good shepherd" by taking steps to protect the children in our care. LifePointe Church has implemented policies to help safeguard our children while promoting a positive, nurturing environment for ministering to them. The guidelines below are to be strictly followed by anyone working in Children's Ministry. We pray for God's blessing for our children, workers and church.*

### BEFORE YOU BEGIN WORK

**Read this entire document.** Complete all required actions and accompanying forms. Sign page 2 of this document and return to the Director of Children's Ministry.

**Complete "Children's Ministry Worker Application Form 6-1F1"** – All prospective children's ministry workers (applicants), paid or volunteer, must complete and sign this form before serving in children's ministry. All applications are considered confidential and are stored in a secure file in the church office.

**Complete "Personnel Background Check Form 3-1F1"** – All applicants, over the age of 18, must fill out a background check form. Be sure to include your social security number and birth date. Background checks cannot be obtained without this information. **PLEASE NOTE:** We do not keep any social security numbers on file. The portion of the Background Check Form that asks for that information is immediately shredded as soon as it's been entered and the official Background Check is done. However, if you prefer not to give out this information, we can send you an email with instructions to go online to order your own background check by entering your personal information yourself.

**Personal References** – References listed on "Children's Ministry Worker Application Form 6-1F1" will be contacted by LifePointe Church's pastoral or children's ministry staff. Applicants may suggest specific references, other churches or agencies to contact on their behalf. The church may contact current or previous employers, former church pastors or persons who have supervised the applicant.

**New Workers** – Applicants new to the church or new to children's ministry will serve on a trial basis with another person who has been approved by LifePointe Church to work with children.

**Interview** – Children's workers may be interviewed by LifePointe Church's pastoral or children's ministry staff to determine their suitability for a position. Information from this interview will remain confidential and will not be released to unauthorized persons.

**Sign Agreement** – All applicants must sign the agreement at the end of page 2 to show their commitment to observe and follow these policies. The signed agreement must be submitted to the Director of Children's Ministry.



## CHILDREN'S MINISTRY WORKER POLICIES

**Two-Person Policy** – It is our objective to have at least two workers in each room at all times when working with children. An individual worker is never allowed to be completely alone with a child behind closed doors. This policy accomplishes two important objectives: first, it reduces the risk for child abuse; second, it reduces the risk of unfounded claims of abuse.

**Discipline/Punishment** – Hitting, spanking or other forms of punishment involving physical pain are never appropriate for use by children's workers involved in LifePointe Church activities. This rule holds true even if parents have suggested or given permission to use corporal punishment. Workers must consult their supervisor or a pastor if they need help with misbehaving children or discipline techniques.

**Physical Affection** – Hugging and other forms of physical affection between workers and children are important for a child's development, and generally are suitable in our church setting.

Touching, in response to the child's need for comfort, encouragement or affection should be initiated by the child. It should not be based upon the adult's emotional need. A child's preference not to be touched should be respected. Do not force affection on a reluctant child.

Physical affection should also be appropriate to the age of the child. (For example, it may be appropriate for a three-year-old to sit on a worker's lap and give the worker a kiss on the cheek, but it is not appropriate for a 5<sup>th</sup> grader and adult leader to behave this way.)

Touching and affection should only be given when in the presence of other approved workers. It is much less likely that a touch will be inappropriate or misconstrued as such, when two workers are present and the touching is open to observation.

Touching behavior should not give the perception or appearance of being inappropriate. As children's ministry workers, our behavior must be above reproach and foster trust at all times.

Church workers are responsible to protect children under their care from inappropriate touching by others.

Church workers must promptly discuss inappropriate touching or other questionable behavior with their ministry leader or pastor.

**Workers MUST report suspected or observed child abuse IMMEDIATELY.** This can be accomplished by completing "Suspected Child Abuse Incident Report Form 6-1F5" with the assistance of the Children's Ministry Director or pastor. Violations of this policy or questionable behavior by other workers must be reported in the same manner.

**Workers MUST avoid the perception or appearance of misconduct at all times.**

Workers who disobey the policies listed above may be released from Children's Ministry duties at the discretion of church leaders.

**I have read the policies above. I understand them fully and agree to observe them faithfully.**

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Signature

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Date



## Children's Ministry Worker Application

Thank you for your interest in serving the Lord with your gifts in the children's ministry of LifePointe Church. For your protection, the children's protection and the Church's accountability, we ask you to **fill out this application completely** and return to the Children's Ministry Director **before** being placed with children.

This application is used by LifePointe Church to help promote a safe environment for the children who participate in our program and use our facilities. Consistent with relevant law, the information on this application will not be disclosed to unauthorized persons. Authorized personnel include the LifePointe Church pastoral and children's ministry staff only.

### Applicant Information

Date \_\_\_\_\_

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Gender \_\_\_\_\_  
*(First)* *(Last)*

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

What age children do you prefer to work with? \_\_\_\_\_

When would you be available to work? \_\_\_\_\_

Have you received any medical training? \_\_\_\_\_ CPR certification? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Do you believe the Bible to be the only inspired, infallible, authoritative Word of God and guide for holy living; in the deity our Lord Jesus Christ, eternal, coequal with the Father, in His virgin birth, in His sacrificial death, in His bodily resurrection, His ascension to the right hand of the Father and in His personal return in power and glory, that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential by grace through faith alone? *(Yes/No)* \_\_\_\_\_

Do you have a personal relationship with Jesus Christ? *(Yes/No)* \_\_\_\_\_

Describe your "spiritual walk" with Jesus Christ: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What excites you most about working with children? \_\_\_\_\_

\_\_\_\_\_

Please list churches you have attended over the last 10 years including LifePointe Church.



Church

Phone Number

Contact Person

Years Attended

Dates

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### Personal Information

**A.** Is there any behavior, activity or belief in your current lifestyle that might prompt others to question your ability to be a role model for children? If so, please explain: \_\_\_\_\_

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**B.** What personal issues in your history or background might help or hinder you in ministry with children? \_\_\_\_\_

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**C.** Did you experience physical, sexual, or emotional abuse as a child? If so, how might that affect your ministry with children? *(Note: If you are a survivor of childhood abuse, you may wish to discuss your desire to work with children with a member of the pastoral staff or appropriate church leader of the same gender prior to any participation as a children's worker.)* \_\_\_\_\_

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**D.** Have you ever physically, sexually, or emotionally abused a child? Please explain: \_\_\_\_\_

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**E.** Do you have any physical or medical limitations that could create a hazardous condition for our children? *(Yes/No)* \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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**F.** Have you ever been accused of or charged with a criminal offense relating to children, misconduct involving children, or crimes of violence? *(Yes/No)* \_\_\_\_\_

**G.** Have you ever been dismissed from a church or any organization? *(Yes/No)* \_\_\_\_\_



H. **(Required)** Please provide two personal references with whom you **are not** related.

	<u>Reference Name</u>	<u>Email Address</u>	<u>Phone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____

I. **(Required)** List previous work (*church or other agency*) that involved working you with children.

<u>Church/Agency</u>	<u>Phone Number</u>	<u>Contact Person</u>	<u>Dates Worked</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**I have completed this application truthfully and to the best of my ability. By completing this form, I hereby authorize LifePointe Church’s pastoral or children’s ministry staff to contact personal references and or other churches and agencies listed above. I have read and agree with LifePointe Church document 6-1 “Children’s Ministry Worker Policies.**

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required if applicant is under 18 years of age)

Staff Member Reviewing Application \_\_\_\_\_ Date \_\_\_\_\_



## Permission to Obtain a Background Check

*(This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least two years after requesting a background check.)*

I, the undersigned applicant (also known as "consumer"), authorize \_\_\_\_\_ through its independent contractor, LexisNexis, to procure background information (also known as a "consumer report and/or investigative consumer report") about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to \_\_\_\_\_, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Identifying Information for Background Information Agency (Also known as "Consumer Reporting Agency")

Print Name: \_\_\_\_\_  
*First Middle Last*

Other Names Used: *(alias, maiden, nickname)*: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
*Street/P.O. Box City State Zip Code County Dates*

Social Security Number \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_