

# **New Life Presbyterian Church**

## **Confidential Child Protection Program *Application***

### **Purpose**

To enable ministries to carry out their mission while safeguarding minors against inappropriate emotional, physical and sexual contact.

## **Explanation**

*Thank you for volunteering to be part of our children's ministry! You are exploring a part of NLPC that recognizes the privilege and value of coming alongside children and giving them an excitement for who they are as made in God's image, encouraging their faith development, and providing a context where what they hopefully are receiving at home is reinforced with caring relationships and healthy biblical instruction.*

*We are committed to striving toward excellence and doing our best to insure that God is honored and exalted in our programs. We take our responsibility seriously. You may initially be put off by the application process but it is requested with the best of motives. It is also a policy church liability insurance providers now require to be implemented. If you are relatively new to New Life, your application will be supplemented with an interview as well and we may ask you for personal references. Your cooperation is appreciated. Thank you for being willing to serve!*

*This application will be asking some very personal and private questions. It is our intention to find out more about the people that we are entrusting with minors. The information contained in this application will be treated with the utmost of confidentiality and respect. No one will have access without proper authorization.*

*The questions contained herein are not designed to offend or to pass judgment, but rather create an environment where a person's past will not hinder the ministry in carrying out our mission in a safe, fun and productive way. If you are a person who must answer affirmatively to any of the questions on the Personal Situations page, one of the Pastoral Staff will contact you for a personal interview. Please be assured that this does not necessarily preclude you from ever serving with youth.*

*This application is to be completed by all applicants for any position involving interaction with children and youth.*

## **General Information**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (    ) \_\_\_\_\_

Work Phone (    ) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Are you:    . Single    . Married    . Separated    . Divorced    . Widowed

Do you have children?    . No    . Yes    If yes, how many? \_\_\_\_\_



## Personal Situations

Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other addiction; or has anyone ever suggested that you may have a problem with any of the above? . No . Yes  
If yes, explain

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Have you ever been convicted or pleaded guilty to a crime?  
. No . Yes . If yes, explain

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Have you ever been accused, charged, alleged to have or have you ever committed any act of neglecting, abusing, molesting or battering any child or adult? Or have you had any kind of a relationship with a minor that has brought sexual gratification to yourself?  
. No . Yes . If yes, explain

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Have you ever been treated for a psychiatric disorder?  
. No . Yes . If yes, explain

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Has there been any abuse in your family background with drugs or alcohol or that was emotional, physical or sexual in nature?  
. No . Yes . If yes, what steps have you taken to minimize the impact that those issues will create for you?

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Is there any circumstance or pattern in your life, which would make it inappropriate for you to serve with minors or would compromise the integrity of NLPC?  
. No . Yes . If yes, explain

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## **Applicant's Statement**

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. I authorize the release of the information contained in this application, on a confidential, need to know basis, to any ministry at New Life Presbyterian Church in which I seek a position. In consideration of the receipt and evaluation of this application by NLPC, I hereby release any individual, church, youth organization, charity, reference or any other person or organization, both collectively and individually, from any and all liability for damages of whatever kind or nature, which may at any time result to me, my heirs or family, on account of compliance or any attempts to comply, with this authorization. To uphold the confidentiality of the references, I waive any right that I may have to inspect any information provided about me by any person or organization, but I may contact NLPC to inquire about information provided about me.

Should my application be accepted, I agree to refrain from unscriptural conduct in the performance of my services on behalf of the Church.

Also, I hereby request and authorize the release of any information which pertains to any record of convictions contained in law enforcement files or in any criminal file maintained on me whether local, state or national. I hereby release local, state and nation law enforcement agencies from any and all liability resulting from such disclosure.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement, which I have read and understand and to which I agree.

Print Applicant's Full Legal Name \_\_\_\_\_

Print Maiden Name or Any Aliases \_\_\_\_\_

Applicant's Gender . M . F

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

(If applicant is a minor)

## VOLUNTEER COVENANT

- I understand that in my serving role I am doing work for the Kingdom of God. I agree to conduct myself in a manner that will be pleasing to Jesus Christ.
- I understand that as a volunteer I am here to assist in carrying out the mission of the ministry with which I have volunteered to serve. I understand that considerable responsibility comes with providing a safe and enjoyable time for people involved in this ministry, as well as for people attending church-wide events or ministry functions.
- I understand that as a volunteer, I am a vital part of a team, therefore coordinators must be able to count on me.
- I understand that leaders need to know as far in advance as possible that I will be absent. Unless my absence is due to illness or unexpected change in family plans, then I will contact my leader as soon as possible to notify them if I will not be able to serve.
- I understand that as I serve, I am expected to treat others with Christlike character. This includes leaders, parents, children and other volunteers. I understand that, when new or difficult circumstances arise, other team members in this ministry are there to assist me and if I need help discerning which is the appropriate way to proceed, I am committed to seeking their assistance.
- I understand the importance of being fed spiritually, emotionally and relationally. I know that learning the principles in the Bible and growing more like Jesus is important to my growth. I understand that the best way to achieve this growth is through regular attendance in worship services, small group Bible studies, and Home Fellowship Groups.
- I understand that coordinators and ministry leadership will provide me with additional training and coaching intended for growth of my abilities in the areas of service and relationships. When offered I will receive it as an opportunity for learning and growth.
- I understand that if at any time my conduct becomes less than what is expected of me, corrective action steps will be taken. These steps may include verbal warning with instruction on how to conduct myself, written warning, parental notification (for serving youth) and, if necessary, dismissal from the ministry.
- I understand that in my service as a volunteer at NLPC, I am placing myself under the authority of the leadership of NLPC as unto Christ.
- I have read the Child Protection Program overview and agree to the Objectives, the “Never Alone” rule, physical contact guidelines, and reporting protocol.

I understand the expectations and I agree to comply with these expectations.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

### **For Youth Volunteers (high school and below)**

I understand the commitment expected of my son/daughter on the front and back of this page and I accept the responsibility of keeping him/her accountable in fulfilling these expectations.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# The Child Protection Program at New Life Presbyterian Church

- 1) **The CPP Objectives** – The program is based on Matthew 18:1-10 in which Jesus is very clear that no one should harm the children and woe to anyone who does. The program was created in order to:
  - A. Protect the Children – Children (and parents) need to know that kids in our church are cared for in a safe and secure environment.
  - B. Protecting Adults – By completing the character checks that we do and developing appropriate guidelines and boundaries, we may be in a better position to ward off false accusations.
  - C. Ministry Support – The completion of the CPP process enables a ministry to know the level of accessibility to children that each volunteer is given. It helps ministries gain a level of trust in each volunteer which permits them to focus on their calling from God and put boundaries in place to insure safety for children.
  - D. Protect the Church – God calls us to be good stewards of the resources that He has given us. We believe that God is asking us to use his resources wisely, so that we can reach even more lost people and bring them to know Christ, and grow together toward Christ-likeness.
  
- 2) **The “Never Alone” Rule**

This rule has been established for the protection of everyone, for volunteers and staff, of any age. The rule simply says that, whenever possible, a teacher or helper should not be alone with a child.
  
- 3) **Physical Contact**

Rules about physical contact work both ways. Make sure people behave in an appropriate manner with you and that you behave in an appropriate manner with others. Inappropriate physical contact is contact that makes the other person feel threatened or uncomfortable. Guidelines are as follows, but please ask your coordinator if you have any questions.

  - A. Appropriate touching would come as an expression of affirmation such as a non-demanding, gentle touch on the shoulders, hands, arms, head or back.
  - B. Examples of inappropriate physical contact would be any kissing, demanding kisses or hugs, touching of the chest, waist stomach, bottom or private areas, sitting on someone’s lap, piggy back rides or anything that is unwelcome or that makes the person being touched feel uncomfortable. The examples listed are to be interpreted in their age-appropriate contexts (e.g. diaper changing of infants requires the touching of private areas, comforting of adolescents may include an arm around the shoulder or a non-sexual embrace, story-telling or play with toddlers may involve holding a child on one’s lap).
  - C. Any touching used to express power or control over another person is inappropriate, such as grabbing a person’s arm or wrist, punching slapping, poking a finger into the person’s chest to make a point.
  
- 4) **Reporting**

If you are aware of someone in your ministry who you think is (or has been) the object of inappropriate physical, emotional, or sexual contact while at church, let your ministry coordinator know about it. No one should ever be experience inappropriate physical, emotional, or sexual contact and we want to be able to help these children. The church has people who are specially trained to handle situations like this, should they ever need to.

REMEMBER: You will never be in trouble for reporting possible inappropriate physical, emotional, or sexual contact!

*Credit: We gratefully acknowledge input from many sources but affirm that much in this document is from the Bethel Grove Bible Church in Ithaca, NY. Used with their permission.*