

FIRST BAPTIST CHURCH

CHILD/YOUTH SUPERVISION POLICY

CHRISTIAN EDUCATION, YOUTH ACTIVITIES & CHILD CARE

Knowing that God loves all people, we strive to provide a safe learning and growing environment for all, and we abide by the following policy:

There will be at least two non-related employees/volunteers 18 years of age or older at all times in every room and/or every activity.

Volunteers under 18 years of age may assist with the approval of those in charge.

Employees/volunteers are in charge of the supervision and safety of each child.

To qualify as a volunteer, one must be a regular attendee and/or a member of the First Baptist Church for at least six months.

One-time community visitors having a single focus can visit child/youth activities. Employees/volunteers are responsible to ensure the visitor is not left alone with any child.

All employees/volunteers must complete the screening and Washington State Patrol Criminal History Check.

Only those having completed the screening process may take part in child and youth activities.

All confidential information will be reviewed by the Pastor. At the Pastor's or applicant's discretion, after conferring with the applicant, he/she may consult with the screening team (consisting of the C.E. Chair person and the Church Moderator). This information will then be placed in a locked file cabinet.

The applicant or worker has the right of periodic review of his/her file and it's entire contents. The applicant or worker may make appropriate handwritten notes of the contents. no form of direct copying or photography may be employed. The file must be reviewed in the Church Office.

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CHILD/ YOUTH SUPERVISION PROCEDURE

CHRISTIAN EDUCATION, YOUTH ACTIVITIES & CHILD CARE

1. All employees/volunteers must complete the screening and Washington State Patrol Criminal History Check process.
2. All employees/volunteers must take part in a personnel interview.
3. The screening team will consist of the Pastor, the Christian Education Board Chair and the Church Moderator.
4. Reference checks will be completed on all employees/volunteers.
5. All employees/volunteers must read and sign a copy of the Child/Youth Supervision Policy.
6. All confidential information will be kept in a locked file cabinet in the Church Office.

CHURCH HISTORY AND PRIOR YOUTH WORK

Name of church where you are a member: _____

List (name & address) of other churches you have attended regularly during the past five years:

List all previous church work involving youth (list each church's name and address, type of work performed and dates)

List all previous non-church work involving youth (list each organization's name and address, type of work performed and dates)

List any gifts, calling, trainings, education, or other factors that have prepared you for children or youth work:

Personal Reference (not former employers or relatives)

Name _____ Relationship _____

Address _____ Telephone _____

Name _____ Relationship _____

Address _____ Telephone _____

APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches 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. In consideration of the receipt and evaluation of this application by First Baptist Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may result at any time to, my heirs, or family, on account of compliance or any attempts to comply, with this authorization.

Should my application be accepted, I agree to be bound by the Bylaws and policies of First Baptist Church

I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. This is a legally binding agreement I have read and understand.

Applicant Signature _____ Date _____

Witness _____ Date _____

FIRST BAPTIST CHURCH

PROVISION OF CONDITIONAL PLACEMENT

CHRISTIAN EDUCATION, YOUTH ACTIVITIES & CHILD CARE CHILD/YOUTH SUPERVISION

I, _____ understand that my employment/ volunteer position with the First Baptist Church is conditional, based on the results of the Washington State Patrol information, under the Child/ Adult Abuse Information Act. I understand that this request normally requires two to four weeks processing time and I am entitled to see the results. I also understand that upon receipt of response, FBC will evaluate the information to make the requisite hiring decision.

Print Name

Signature

Date

Witness/Print Name

Witness/Signature

Date

FIRST BAPTIST CHURCH
CONSENT TO BACKGROUND INVESTIGATION
and
RELEASE OF INFORMATION

The undersigned hereby give First Baptist Church (FBC) permission to conduct a background investigation in order that FBC may determine suitable employment/volunteering with them. It is understood that FBC will obtain the undersigned's driving and criminal record, and the undersigned hereby waives his/her privacy and confidentiality rights and all other rights related to the Washington State Patrol's release of said information to FBC, in connection with consideration of associate's application for employment/volunteering.

Prospective Employee
(Print Name)

Signature

Date

Witness (Print Name)

Signature

Date

