

Children's Ministry Application

Twin City Bible Church

Thank you for your interest in serving the children and families of Twin City Bible Church. Upon approval of your application, the Children's Ministry Director will work with you on appropriate placement with our team, as it fits our needs and your interest and experience.

Please complete this application, place it in a sealed envelope, and return to the church welcome desk, or deliver to the Children's Ministry Director.

PERSONAL INFORMATION

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

Email address: _____

I prefer to receive information regarding children's ministry via:

email phone

FAMILY INFORMATION:

I am: Single Married Divorced Widowed

Do you have any children? Yes (How many: _____) No

MEMBERSHIP INFORMATION:

When did you join Twin City Bible Church? (approximate date) _____

What other ministries have you participated in at Twin City Bible Church?

Have you taught or cared for children in any church or parachurch ministry before?

- No
- Yes (Please describe, including dates and places)

Please describe any training, education, or other abilities (including musical skill) that would apply to your ministry to children:

PERSONAL REFERENCES:

Every applicant for participation in children's ministry must provide two personal references. The Children's Ministry Director will contact these references.

If you have been a member of Twin City Bible Church for *less than one year*, please list the following:

1. A pastor or church leader from the church you most recently attended;
2. A person with whom you have worked or served in the past who knows you well. (If you have worked in the children's ministry in the past, please list someone who served with you in that setting.)

If you have been a member of Twin City Bible Church for *more than one year*, please list the following:

1. A pastor, small group leader, or other church leader who knows you well;
2. Another member of Twin City Bible Church who knows you well and can attest to your suitability to work with children.

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

RELATIONSHIP: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

RELATIONSHIP: _____

VERIFICATION OF INFORMATION:

The information contained in this application is true and correct to the best of my knowledge. I authorize Twin City Bible Church to contact any references or organizations listed in this application. I also authorize these references and organizations to provide Twin City Bible Church with any information they have regarding my character and fitness for working with children. All information from references will be kept confidential.

SIGNATURE: _____

DATE: _____

CONFIDENTIAL INFORMATION:

The following questions are designed to help us promote a safe, secure, and loving environment for the children who participate in our programs. This information will be kept confidential, and viewed only by the Children's Ministry Director and responsible elder(s).

If you would like to discuss any of these matters further with the Children's Ministry Director, please simply indicate that below or leave the form blank.

Answering "yes" to any of these questions will not necessarily disqualify you from participating in the Twin City Bible Church Children's Ministry.

1. Have you ever been a victim of abuse?

Many people have experienced abuse at the hands of others. Most victims of abuse abhor such behavior and are especially alert and sensitive to the need to provide a safe and caring environment for children. At the same time, residual effects may remain in some people's lives, including a hesitancy to report suspected child abuse, which is why we ask this question.

- Yes
- No
- I would like to discuss this.

2. Have you ever been accused of, participated in, pled guilty to, or been convicted of child abuse, child neglect, or any other crime against a minor?

- Yes
- No
- I would like to discuss this.

3. Have you ever been convicted of or pled guilty to a crime (other than minor traffic violations)?

- Yes
- No
- I would like to discuss this.

4. Have you deliberately and repeatedly viewed pornography in the past three years?

This includes reading, watching, listening to, or in any other way using pornographic material, including books, magazines, television shows, movies, the Internet, or telephone services.

- Yes
- No
- I would like to discuss this.

5. Do you have any ongoing sin struggles that you think would keep you from ministry to children?

- Yes
- No
- I would like to discuss this.

6. Do you have any communicable diseases or infections, such as tuberculosis, Hepatitis B, HIV/AIDS, MRSA, etc.?

- Yes
- No
- I would like to discuss this.

7. Have you ever had sexual interaction or contact with a child under 13 years old?

- Yes
- No
- I would like to discuss this.

PERSONAL COMMITMENT:

In dependence on the Holy Spirit and by God’s grace,

- I will be faithful and dependable in this ministry.
- I will seek to learn more about ministering to children as information and training are available.
- I will faithfully pray for the children under my care.
- I commit myself to continuing personal spiritual growth.
- I have read, understood, and commit to abide by the policies set forth by Twin City Bible Church Children’s Ministry.

SIGNATURE: _____

DATE: _____

TWIN CITY BIBLE CHURCH CHILDREN AND YOUTH PROTECTION POLICY

I. Purpose:

Twin City Bible Church desires to create an environment that is welcoming and safe. While we seek to demonstrate the love of Christ to all, we also believe we are called to take measures that will create a safe environment for children and students entrusted to our care. This calling to provide a safe environment applies especially to the children and students in our body, and we take this responsibility seriously.

This policy is part of a prayerful effort to put in place the practices and procedures to keep children and students free from harm. We also see these practices and procedures as a protection for those adults that graciously serve the children and students within our congregation. The elders of Twin City Bible Church endorse this policy.

II. Abused Juvenile Defined

An abused juvenile is defined by North Carolina General Statute (NCGS) 7B-101 as someone less than 18 years of age whose parent, guardian, custodian, or caretaker: inflicts or allows to be inflicted upon them a serious physical injury by other than accidental means; creates or allows to be created a substantial risk of serious physical injury to them by other than accidental means; uses or allows to be used upon them cruel or grossly inappropriate procedures or cruel or grossly inappropriate devices to modify behavior; commits, permits, or encourages the commission of select crimes by, with, or upon them; creates or allows to be created serious emotional damage to them; encourages, directs, or approves of delinquent acts involving moral turpitude committed by them; or commits or allows to be committed an offense involving human trafficking, involuntary servitude, or sexual servitude against them. **(See NCGS 7B-101 for full verbiage)**

III. Application Process

The following steps comprise the application process for service in the youth and children ministries of Twin City Bible Church:

- Application completed for every volunteer worker that is working with or around minors
- Membership confirmed
- Reference checks conducted on all applicants
- Criminal background checks completed on all volunteers that have regular contact with minors
- Interview by ministry leader
- Training session completed

Background checks will be conducted by a designated staff member or church official. Results of the background and reference checks will only be shared with those making the decision on whether to place the applicant into a ministry position and be otherwise kept confidential.

Those offenses that would keep an applicant from being hired or selected would include all crimes of violence, abuse, or felonies against people, especially children. Other crimes revealed will be reviewed by the staff.

Volunteers applying for a position must be members in good standing.

No teens under the age of 16 years-old may be placed in charge of other minors. Those between 16 and 18 years old must do so only under the direct supervision of an adult.

All applicants must sign and affirm that they have read and understand all policies prior to being placed in the position they are applying for.

In the event non-TCBC members are hired to serve in childcare roles for special TCBC sponsored events, good-faith references from that person's home church will satisfy the application requirements of this policy. The reference will indicate the worker's current status in a childcare role at that church and their suitability for that role. These references will be obtained in writing or email, and will be retained by the Children's Ministry Director.

IV. Job Descriptions

Applicants for any position will be required to read the job description applicable to the position they are applying for. It is the responsibility of the applicant to read the description and policies and communicate any foreseeable problems they may have with performing the job.

V. Training

Volunteers may be required to participate in additional training on sexual abuse prevention in the church.

All selected applicants may also be required to participate in ongoing regularly scheduled training. This training may include, but not be limited to, topics related to abuse, reporting requirements, supervision, safety and security, church guidelines, and first aid.

VI. Supervision

To guard against the potential of abuse or injury, and to protect the integrity of the TCBC Children's and Student Ministries and their volunteers, it is important that all those working with minors understand the necessity for proper supervision.

General guidelines:

- No adult should be alone with one child at any time.
- When in a room with children, if there is no window glass, the door should not be closed.

- Adults should not be alone with children in the restroom. Trips to the restroom should be with at least two children. Where possible, the adult should be in the doorway and not in direct, physical contact with the child. Volunteers should abide by additional guidelines in the teacher handbook regarding bathroom use.
- Any children participating in dangerous or hazardous behavior should be corrected and the activity should be discussed with the ministry coordinator.
- In the event of an injury, an incident report form should be completed and the parents and ministry coordinator notified. Any suspected abuse should be reported to the ministry coordinator and/or one of the elders immediately.
- The diapers of infants and children shall only be changed by women or the child's parents.
- All off-site activities will be pre-approved and will include at least two adults. When boys and girls are present for off-site or overnight events, at least one adult of each gender will be present. If the two adults are related, it is recommended that an additional unrelated adult also be present.
- Behavior that is disruptive to the group should be handled with positive verbal instruction defining behavioral expectations and consequences. Physical discipline, isolation and abusive verbal correction is prohibited. Volunteers are expected to abide by the discipline guidelines outlined in the teacher handbook.
- Seek to avoid situations that could give rise to the perception or appearance of inappropriate behavior.
- Care must be exercised in all physical contact situations between adults and children, and also between children and other children, to avoid even the appearance of impropriety and to minimize risk of injury. In a situation in which prolonged comfort of a child is required, the child's parent should be contacted.

VII. Accident, Allegation, Incident Response and Reporting

Adult leaders are responsible to respond to and report to the staff person in charge all acts of abuse of any kind, and any accidents or incidents that could have or did cause injury. A report should be written and reviewed by the ministry leader and the elders, who will be responsible for any required additional reporting to authorities.

From www2.ncdhhs.gov - If you suspect that a child is being abused or neglected, or if you think a child may have died from being mistreated, you must report what you know to the *county Department of Social Services*. This is the law (*N.C.G.S. § 7B-301*). Do not be afraid to report. As long as you are acting in good faith, you cannot be held liable (*N.C.G.S. §7B-309*).

The following procedures will be followed when confronted with an abuse allegation or incident:

1. Immediately ensure the safety of the child or youth.

2. As soon as the child's safety is established, report the event to a ministry coordinator. Do not leave the child alone while doing so.
3. Do not discuss the event with anyone other than the ministry coordinator.
4. Do not confront anyone about the perceived abuse.
5. Any person accused of abuse will be excused from contact with children until the matter is resolved by the elders, the ministry leader, and if necessary, other authorities.
6. The appropriate ministry leader or elder will determine the necessity to notify the church's insurance carrier.

VIII. Policy Violations

The Children's Ministry Director shall be responsible for ensuring that all volunteers comply with this policy. Repeated or gross violations of policy may result in the volunteer's release from his/her assigned position. Final decisions on asking a ministry volunteer to step aside will be made by the elders in consultation with the children or student ministry director.

I have read, understand, and will comply with the Children and Youth Protection Policies of Twin City Bible Church.

X_____ (signature)

X_____ (Printed name)

Signed on this date: _____

Office use only:

Required Item:	Date Received or Conducted:	Ministry Director Initials
TCBC Children and Youth Ministry Application		
TCBC Child and Youth Protection Policy Statement of Understanding/Compliance		
References contacted		
Criminal background check conducted		
Interview conducted with ministry director		
Training session completed		