

Thank you for expressing an interest in being a volunteer in our Children's and/or Teen Ministries! One of our top priorities is safety. As a result, all our volunteers must meet certain guidelines.

The contents of this packet include:

1. Sexual Misconduct Policy
2. Background Check Authorization (complete and return to Jen Hipp)
3. Personal References (complete and return to Jen Hipp)

Please read through the Sexual Misconduct Policy and then complete the Background Check Authorization and Personal References forms. Return your completed forms to Jen Hipp. After a background check is run, you will be notified, and your forms will be filed in a 'double locked' area to maintain confidentiality. (Double locked refers to a locked cabinet in a locked office.)

If you have questions or concerns about any of the information in this packet, please contact Jennifer Hipp (Children's Ministry), Corey Stumne (Youth Ministry), or an elder.

We appreciate ALL our volunteers more than you could ever imagine and are blessed that you have chosen to serve at San Jose! We look forward to working together as we serve our children.

Jennifer Hipp and Corey Stumne

Sexual Misconduct Policy

Purpose: To establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in the case of allegations or an actual incident regarding sexual misconduct

Standard of Conduct: All workers, volunteer, paid, full-time and part-time, of San Jose Church of Christ Inc. are expected to comply with the established policy on Sexual Misconduct. Any actions contrary to the church policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.

Definitions

Child Sexual Abuse – any sexual activity with a child—whether in the home by a caretaker, in a day care situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim” (National Resource Center on Child Sexual Abuse, 1992).

Sexual activity – may be violent or non-violent, touching or non-touching, and is an exploitation of a child's vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Sexual Misconduct – inappropriate behavior relating to or involving a sexual nature.

a) Pre-screening of Workers

1. All workers, volunteer, paid, full-time and part-time, will be interviewed by a member of the pastoral staff that oversees the applicable department.
2. All workers, volunteer, paid, full-time and part-time, will provide a valid form of ID (i.e., state driver's license, social security card, or other acceptable form of ID).
3. All workers, volunteer, paid, full-time and part-time, will provide at least two (2) professional/personal references upon application to be conducted prior to any service with the church. The references are to be conducted by an authority within the church. The authority should note any information they tried to secure but could not verify or obtain.
4. All workers, volunteer and paid, full-time and part-time, will sign a release for Criminal Records Check to be used at the church's discretion.
5. All full-time paid workers will sign a release for Criminal Records Check and undergo a criminal background check prior to any activity of employment with the church.
6. All workers in a leadership position with direct relation to children must have been members of San Jose Church of Christ Inc. for a minimum of six (6) months prior to filling the position.
7. No applicant or volunteer ever convicted of a sexual related crime is eligible for service in a position with direct relation to children.
8. Any applicant or volunteer who is a survivor of child abuse in the past must meet with a staff member prior to service in a position with direct relation to children.

b) Common Supervisory Policies and Procedures

1. Two Adult Rule – minimum of two (2) adults in any setting or activity regarding children. In cases where an adult has a legitimate reason to be alone with a child (i.e., counseling, visitation), all workers should obtain the consent of the child's parent or guardian prior to being alone with the child.
Note: We recognize that compliance with this rule will sometimes be difficult, but it is necessary. The purpose of this rule is two-fold. First, an adult who has an undisclosed propensity for misconduct (be it violence, sexual abuse, or verbal abuse) is less likely to demonstrate this behavior in the presence of another adult. If such conduct is demonstrated, the other adult will be in a position to take action. Second, the presence of two adults will likely prevent unfounded allegations of abuse of any nature. If such unfounded allegations are made against one adult, the second adult will be in a position to provide independent testimony regarding the alleged misconduct.
2. Children from birth to age five will be signed in and out.
3. An adult (age 18 or older) will be present with teenage volunteers.
4. Adult volunteers who will be with children or youth overnight as a result of a church sponsored special event (Summer Camp, Youth Activities, Lock-in, etc.) will require a criminal background check to be completed prior to the event.
5. All supervisors are responsible to address suspicious behavior or any behavior that may be contrary to church policy and to document and report such occurrences to the Pastoral Staff that oversees the applicable department.

c) Reporting Procedures

1. All allegations must be taken seriously.
2. All allegations should be reported to the established authority (SJCC Children's Director, Youth Minister or Elder) as immediately as possible.
3. The established authority will notify the parents or legal guardian.
4. All situations will be handled forthrightly with due respect for people's privacy and confidentiality.
5. Full cooperation will be given to civil authorities when applicable.
6. No accused will be addressed by anyone other than the established authorities until the safety of the child or victim is secured.
7. No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.

d) Investigation of an Allegation

1. All allegations will be investigated expeditiously by established authorities.
2. Any accused worker will be relieved temporarily of his or her duties until the investigation is completed.
3. All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination.
4. No individual involved in an allegation or anyone responsible for investigating an allegation will be retaliated against.



Children's & Teen Ministries

Complete the Personal References section of this form and return to Jen Hipp.

Personal References (not former employees or relatives)

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

This section will be completed when you turn in this form.

Interview Verification

Ministry volunteering for: (circle one or both)

Youth

Children

Printed name of minister or elder
conducting interview

Signature of minister or elder verifying
completion of interview

I, _____, have read and understand the Sexual Misconduct Policy of San Jose Church of Christ Inc. and promise to the best of my ability to abide by the policy.

Signature

Date

Witness

Date