

Fleetwood Bible Church

VOLUNTEER CLEARANCE APPLICATION PACKET

(for applicants age 18 and older)



• FLEETWOOD BIBLE CHURCH •

Thank you for your interest in our Children & Youth ministries. In order to provide the very best for our kids here at FBC, we require that all prospective staff & volunteers fill out an application prior to service. We know that your time is valuable but so are our kids!

Please fill out the attached application and return it along with copies of 2 forms of ID (one must be a photo ID - preferably a driver's license), PA Criminal Clearance, PA Child Abuse Clearance, FBI Fingerprint Clearance (or the waiver form), and Report Training Certificate (if you have taken a course elsewhere). See flyer for procedures to obtain the various clearances. Return all these documents to:

Fleetwood Bible Church
2847 Moselem Springs Road
Fleetwood, PA 19522
610-944-9235
Email to: office@fleetwoodbible.org

NOTE: Teens (age 17 and under) are not required to provide forms of ID or background clearances.

Fleetwood Bible Church

Purpose of the Staff & Volunteer Application

The purpose of this application process is to help fulfill Fleetwood Bible Church's desire to make our children and youth ministries a strong, safe and secure environment where children and young people can become more fully devoted to the Lord Jesus as they are given opportunity to follow Him.

Lord-willing, God will make Fleetwood Bible Church strong in its endeavor to reach and disciple children and young people for Jesus Christ. We want to join him in this effort by doing our part in seeking to enlist quality volunteers...workers who are passionate and gifted to do the work of ministry. Strong environments that are conducive to growth come from healthy ministries and, since God chooses to work through His people to make ministry happen, those ministering to children and youth should be of high quality. To be a ministry worker to children and youth should be understood as a privilege, not a right.

We also want the various environments of our children and youth ministries to be safe and secure. An unfortunate reality is that predators do exist and the young at churches have been exploited. We want to do what we can to prevent this from happening. We want parents to know that their children at Fleetwood Bible Church are safe as they are come to know more and more of the love of the Lord Jesus Christ. That is the intent of the conduct guidelines, reference forms, identification verification, criminal records check, and child abuse history. We do not want ministry to be a burden for those who wish to minister to children, yet we make no apologies for the length of this application. To minister to children and youth is a high calling, one that should not be taken, nor given, lightly.

Fleetwood Bible Church

Statement of Doctrinal Agreement



Scripture is our authority. The Missionary Church is committed to this basic statement of faith.

GOD

There is but one eternal, all-powerful, all-knowing and everywhere-present Triune God—Father, Son and Holy Spirit—who is the creator and sustainer of all things (Deuteronomy 6:4-5; 1 Timothy 2:5)

JESUS CHRIST

He is God incarnate, yet human. He lived a sinless life, died to make atonement for the sins of all mankind, was bodily resurrected and is now mediator at the right hand of the Father. He is assuredly coming in power and glory for His believing followers, and is the only Savior of men (John 1:1, 14; Titus 2:11-14).

HOLY SPIRIT

He convicts the world of sin, righteousness, and judgment, regenerating all who repent of their sins and believe on the Lord Jesus Christ. He sanctifies, empowers, teaches, guides and comforts the believers (John 16:7,8 12 - 15).

BIBLE

The Bible is the divinely inspired Word of God and thus authoritative in all matters it addresses (2 Timothy 3:16, 2 Peter 1:20-21).

SALVATION

Salvation is the result of genuine repentance of sin and faith in the atoning work of Christ. It brings forgiveness to the penitent, makes him a partaker of the divine nature and gives peace with God. We call this new birth (Titus 3:5; 1 Peter 1:3-5).

CHURCH

We believe in the invisible and universal Church as an organism. It is composed of all believers in the Lord Jesus who have been vitally united by faith to Christ, its living Head and sovereign Lord (Matthew 16:18, Hebrews 12:22-24).

ORDINANCES

We believe the Christian ordinances are two: baptism and the Lord's Supper. We believe they are outward rites appointed by Christ to be administered in each church, not as a means of salvations, but as a visible sign and seal of its reality (Acts 8:36; 1 Corinthians 11:24-26).

Fleetwood Bible Church

Child & Youth Care Guidelines

Birth – Grade 12

These guidelines are designed to protect the Children (birth-grade 6), Youth (grades 7-12, under the age of 18), and Children & Youth Workers (hereafter called Approved Workers) of Fleetwood Bible Church (hereafter called FBC). **Approved Workers who serve in any capacity with Children or Youth must attend FBC for at least two months and have an approved Clearance Packet on file in the FBC office BEFORE beginning to serve.**

GENERAL GUIDELINES

1. Membership at FBC is not a requirement to serve as an Approved Worker, but all Teachers are required to be FBC members for at least one year. All Approved Workers are encouraged to prayerfully consider membership at FBC as an important step of commitment and growth.
2. Individuals who do not regularly attend FBC for a period of 12 months or longer must complete the approval process again before serving as Approved Workers.
3. Children must never be left unattended. At least two Approved Workers (those with approved Clearance Packets on file in the FBC church office) must be with the Children or Youth at all times. If insufficient Approved Workers are available, the activity may need to be canceled.
4. One of the Approved Workers must always be an Adult (age 18 or older). The second Approved Worker may be a Youth (grades 7-12, under the age of 18) with an approved Clearance Packet on file in the FBC office.
5. Children in grades 5-6 must be at least three years older than the age of the oldest child in the class in which they serve and only serve with two or more Approved Adult Workers. (Ex: a sixth grader may serve with third grade or younger.)
6. Approved Workers will be vigilant in watching for signs/evidence of child abuse occurring outside the church. All suspected cases shall be referred to the Associate Pastor for Family Care.

PHYSICAL CONTACT GUIDELINES

1. Approved Workers must model conduct appropriate to a Christian lifestyle that evidences Christian maturity and a personal relationship with Jesus Christ.
2. During FBC-sponsored events, Approved Workers must ensure an atmosphere that is free of tobacco, illegal drugs, alcohol and immoral behavior.
3. There must be no corporal punishment of Children or Youth.

SPECIFIC CASE GUIDELINES

1. Approved Workers are required to get written parental permission before taking Children or Youth off church property for FBC-scheduled or non-scheduled activities/trips. No exceptions. All activity/trip Chaperones must have approved Clearance Packets on file in the FBC office.
2. In order to transport Children or Youth, all Drivers must be at least 25 years of age, have an approved Clearance Packet on file in the FBC office, have a valid driver's license, and carry at least the minimum state-mandated insurance coverage. Workers must never be alone or drive alone with students of the opposite gender. Approved Workers must get written parental permission to drive same gender students to or from a church sponsored activity. (See FBC Personal Vehicle Usage Guidelines.)
3. On overnight activities, separate sleeping quarters must be provided for males and females and all individuals must stay out of each other's assigned sleeping areas.
4. It is recognized that certain counseling or discipleship situations may preclude the presence of two Approved Workers and that the General Guidelines for supervision by Approved Workers should not restrict situations where one-on-one counseling /discipleship is necessary/desired. However, one-on-one counseling/discipleship should only take place with the same gender, with approval from the parent, and must occur in a public place or with another Adult in the same area (i.e., restaurants, parks, shopping malls.)

5. One-on-one counseling/discipleship with a student at the church facility must always take place in a room where interior windows allow a clear view of the activities in the room and when others are present in the building for visible accountability purposes.
6. It is recognized that emergency situations may arise, including taking a child to the bathroom, when one Approved Worker will need to stay with the class while the other Approved Worker leaves to take care of the emergency for a short period of time.

PERSONAL CARE GUIDELINES

1. An Approved Worker must escort children grade 4 and under to the restroom.
2. Men are not permitted to take girls into the bathroom.
3. When an Approved Worker takes a child to the bathroom they should only enter a restroom stall when absolutely necessary to assist a child and should keep the door ajar.
4. Diaper changing or bathroom care must take place by an Approved Adult Worker in the presence of another Approved Worker. When both male and female Approved Workers are available, it is recommended that the female Worker do all diapering and personal care, whenever possible.

Fleetwood Bible Church

Policy for Reporting Suspected Child Abuse

PURPOSE

The purpose of this policy is to set guidelines for identifying and reporting any suspicion of physical or sexual abuse involving children between birth and their eighteenth birthday who are involved in any activity sponsored by Fleetwood Bible Church.

MANDATED REPORTERS

All volunteer and paid leaders and child-care workers of Fleetwood Bible Church who have direct care contact with children including supervision, guidance, or routine interaction with children between birth and their eighteenth birthday will immediately report any reasonable suspicion of child abuse of which they have any knowledge or may observe within the scope of their duties, as well as any other indications that may suggest the occurrence of verbal, physical or sexual abuse or neglect.

Mandated reporters of this abuse now include:

Any adult 18 years of age or older who has direct contact with children including: care, supervision, guidance or control of children, or routine interaction with children

Any individual who provides a program, activity or service to Fleetwood Bible Church and is responsible for the care, supervision, or control of children

This term can include, but is not limited to, any of the following activities or services where children are participants: a youth camp or program, a recreational camp or program, an outreach program, or a club.

This term also includes any individual supervised or managed by the person who is responsible for the program if that person has direct contact with children.

Other categories where mandated reporters are required to file a report include: when a person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; or when an individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

The following categories are classified as mandated reporters as they would pertain to Fleetwood Bible Church:

1. Any adult who has direct contact for the care, supervision, guidance or control of children or routine interaction with children
2. Any independent contractor who provides a program, activity or service to an agency, institution, organization or other entity, including a school or regularly established religious organization, that is responsible for the care, supervision, guidance or control of children
3. A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of State
4. Clergyman, priest, rabbi, minister or spiritual leader of any regularly established church or religious organization
5. Any individual paid or unpaid who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child

DEFINITION OF CHILD ABUSE

The definition of child abuse includes any acts or failures to act intentionally, knowingly or recklessly either in committing acts of child abuse or failing to act when a child abuse is being committed.

Such acts include, but are not limited to:

1. Serious bodily injury including any impairment of physical condition or substantial pain
2. Exposing children to potentially harmful medication evaluations or treatment such as fabricating, feigning or inducing a medical symptom or disease such as Munchausen Syndrome by Proxy
3. Kicking, biting, throwing, burning, stabbing or cutting a child
4. Unreasonably restraining or confining a child
5. Forcefully shaking, slapping or otherwise striking a child under one year of age
6. Interfering with the breathing of a child
7. Knowingly leaving a child unsupervised with an individual, other than the child's parent, who is required to register as a sexual offender, sexually violent predator or sexually violent delinquent; this also includes individuals whom the parent reasonably should have known was required to register on one of these categories
8. Causing the death of a child through any act or failure to act.

The definition of sexual abuse includes but is not limited to:

1. Rape
2. Statutory sexual assault
3. Involuntary deviate sexual intercourse
4. Sexual assault
5. Institutional sexual assault
6. Aggravated indecent assault
7. Indecent assault
8. Indecent exposure
9. Incest
10. Prostitution
11. Unlawful contact with a minor for sexual exploitation
12. Indecent contact with a child including touching of the sexual or other intimate parts of the person for the purpose of arousing or gratifying sexual desire in any person
13. Any photographing, videotaping, depicting on a computer or filming sexual acts with children
14. Any dissemination of photographs, videotapes, computer depictions and films
15. Child pornography

Indications that these acts may have occurred include but are not limited to:

1. Physical signs that may indicate life-threatening abuse, such as signs of attempted strangulation
2. Unexplained injury (ex., a burn, a limp or bruises)
3. Injury which is not adequately explained
4. Inordinate number of "explained" injuries (ex., bruises on his/her arms and legs over a period of time, etc.)
5. Drawings in conjunction with verbal testimony
6. Prayer request or written allusion to the abuse
7. Verbal testimony
8. Complaints about numerous beatings
9. Complaints about others "doing things to me when others are not at home"
10. Child is dirty and smells or has bad teeth, hair falling out, or lice

11. Inadequately dressed for inclement weather
12. Wears long-sleeved tops during the summer to cover the bruises on the arms
13. A child requests immediate protection
14. A child requests that the police be contacted
15. A child expresses an overwhelming fear or anxiety about returning home with the person who brought him or her (may be in conjunction with other evidence of child abuse)

STANDARD REPORTING PROCEDURE

All mandated reporters are required to make a report of the suspected child abuse if the mandated reporter has reasonable cause to suspect that the child is a victim of child abuse under any of the following circumstances:

1. The mandated reporter comes into contact with the child in the course of employment, occupation or practice of a profession, or through a regularly scheduled program, activity or service.
2. The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
4. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

If one of these four conditions has occurred then the mandated reporter shall immediately make an oral report of the suspected child abuse to the Department via the statewide toll-free number or a written report using electronic technology. The toll-free number for Pennsylvania is: 800-932-0313. Email address is:

www.compass.state.pa.us/cwis.

In addition, the mandated reporter shall then make an immediate confidential verbal report to the Pastor for Family Care before the end of the activity or before the child leaves the premises. In the event that the Pastor for Family Care cannot be reached, one of the other paid pastoral staff members shall be contacted before the end of the activity and before the child leaves. The Pastor for Family Care will be informed by the other paid pastoral staff member within twelve hours that a child abuse report has been filed.

After making an oral report of the suspected child abuse, the individual should also make a written report which may be submitted electronically within 48 hours to the Department or county agency assigned to the case. The contents of this written report shall include:

1. The name, telephone number and email address of the person making the report
2. The names and addresses of the child and the parents or other person responsible for the care of the child, if known
3. Where the suspected abuse occurred
4. The age and sex of the subjects of the report
5. The nature and extent of the suspected child abuse, including any evidence of prior abuse of the child or siblings
6. The name and relationship of the person or persons responsible for causing the suspected abuse, if known, and any evidence of prior abuse by that person or persons
7. The actions taken by the reporting source, including taking of photographs and X-rays, removal or keeping of the child or notifying the medical examiner or coroner
8. Any other information which the Department may require by regulation

Guidelines for Ensuring the Safety of Children, Youth, and Staff

The purpose of these guidelines is to prepare childcare workers to calmly, safely and appropriately respond in a situation where a child or youth brings an illegal/inappropriate item (i.e., gun, knife, tobacco, matches/lighters, illegal drugs, alcohol or pornography, etc.) to church or a church-sanctioned activity or exhibits behavior that could affect the safety or health of others. If an item is brought into your class/activity but is not shown on this list as an "illegal/inappropriate item," we encourage you to use your best judgment and act on it as if it were inappropriate following these guidelines:

BEST SCENARIO

1. Remain calm.
2. Pray, asking God for safety for everyone and to help you handle the situation with wisdom.
3. Ask the child/youth to give you the item or stop the behavior.
4. When the child gives you the item or stops the behavior, calmly explain to the child(ren) involved that this kind of item/behavior is inappropriate for class/activities and that it should not happen again.
5. Put the item in a locked cabinet or other secure location and continue with your normally planned activities.
6. When the class/activity is over, ask the student to stay and have someone find the parent/guardian and bring them to the classroom. With the child present, give the parent/guardian the inappropriate item, when applicable, and discuss with them and the child the need for safety asking that they make certain their child does not bring items of this nature or exhibit this behavior in the future. If the parent/guardian is unavailable to discuss the situation after class/activity, secure the item until you are able to discuss the situation with them.
7. Fill out an Incident Report prior to leaving the building and forward copies to the parent/guardian, ministry director, and the church office.
8. In an effort to keep this incident from becoming blown out of proportion, upsetting to others and/or gossip, consider the incident confidential; do not discuss it with others.

WORST SCENARIO

1. Remain calm.
2. Pray, asking God for safety for everyone and to help you handle the situation with wisdom.
3. Ask the child/youth to give you the item or stop the behavior.
4. If the child/youth refuses to give you the item or stop the behavior, contact/phone another adult to find the parent/guardian or enlist the help of another adult and bring them to the class/activity to remove the item from the child.
5. If the parent/guardian cannot be found, or anytime you feel your safety or the safety of the children is in question, calmly have one adult remove the other students, call 911, and notify a pastor or an elder of the situation.
6. Fill out an Incident Report prior to leaving the building and forward copies to the parent/guardian, Ministry Director, and the church office.
7. Discuss the incident with church leadership and/or police officials only. Please consider the incident confidential; do not discuss it with others.

Fleetwood Bible Church

Personal Vehicle Usage Guidelines

Since driver and passenger safety is an integral part of the ministries at FBC, every driver who uses a vehicle for FBC ministries has the responsibility to be aware of, and follow the safety rules outlined below.

1. In order to transport children or youth under 18 years of age, all drivers must be at least 25 years of age, have an approved Clearance Packet, a valid driver's license, and carry at least the minimum state-mandated insurance coverage. Drivers must never be alone or drive alone with students of the opposite gender. Drivers must get written parental permission to drive same gender students to or from a church sponsored activity.
2. In order to transport others who are at least 18 years of age and out of high school, all drivers must have a valid driver's license, be at least 18 years of age and out of high school, and carry at least the minimum state-mandated insurance coverage.
3. The vehicle must have a current inspection and registration card.
4. All traffic laws must be obeyed and drivers shall demonstrate courteous driving behavior at all times.
5. Seat belts and restraint devices must be worn by all persons in the vehicle. Passengers may not exceed the number of restraint devices in the vehicle. (Only one passenger is permitted per restraint device.) Infant and booster seats must be utilized to comply with all applicable safety and vehicle laws.
6. Drivers may NOT have any convictions for driving under the influence (DUI) or driving while intoxicated (DWI). Drivers may NOT have more than one moving violation in the past year, or two moving violations in the past three years. Drivers may NOT have more than one at-fault accident in the past three years.
7. Cell phone, any hand-held electronic device, head phone, and ear bud use while driving is prohibited.

PHOTO IDENTIFICATION

Approved **forms of photo identification** include:

- Pennsylvania driver's license or PennDOT ID card
- ID issued by any Commonwealth agency
- ID issued by the U.S. Government
- U.S. passport
- U.S. Armed Forces ID
- Student ID
- Employee ID

SECOND FORM OF IDENTIFICATION

You can one of the forms of ID listed above or you may use a non-photo identification (that includes your name and address)

Approved **forms of non-photo identification** include:

- Confirmation issued by the County Voter Registration Office
- Non-photo ID issued by the Commonwealth
- Non-photo ID issued by the U.S. Government
- Firearm permit
- Current utility bill
- Current bank statement
- Current paycheck
- Government check

SAMPLE REPORT FORMS

Fleetwood Bible Church
Safety Incident Report Form
(Appendix F of Security Manual)

Date of report_____

Date and time of incident_____

Type of incident:

_Injury _Theft _Disruption _Vandalism _Suspicious Activity _Threat _Other _____

Who, what, when, where details to include witness statements (use other pages if necessary and attach other documentation needed to support incident information:_____

Comments/Outstanding Issues:

Outside Agencies Called/Involved:

Security Team Member or Staff Signature: _____

Printed Name _____

Date _____

(Revised September 2013)

Fleetwood Bible Church

Suspicion of Child Abuse Report

Date _____

Time _____

Location of child: _____
(Positive identification must be made as to the identity and whereabouts of the child.)

Child's Name _____

Address _____

Phone number _____

Nature of suspected abuse (please be as specific as possible):

How information became known to reporting party:

Guardian / Parent who brought child:

Other unusual behaviors:

Other known history of child abuse:

Name of reporting person _____

Paid department staff to whom report was made _____

Was the emergency reporting policy followed? _____

Will the standard child abuse report policy be followed? _____