

# Fleetwood Bible Church

## VOLUNTEER CLEARANCE APPLICATION PACKET

(for applicants age 17 and under)



• 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! This application is for helpers who are age 17 and younger. When you are older, there will be a longer, more detailed version for you to complete.

Return all these documents to:

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

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

Revised - 2020

**Fleetwood Bible Church**  
**Purpose of the Application for ages 17 and under**

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 mission 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 help children grow 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 some people hurt children, even at church. 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 come to know more and more of the love of the Lord Jesus Christ. That goal is the intent of the conduct guidelines and reference forms. 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 salvation, but as a visible sign and seal of its reality (Acts 8:36; 1 Corinthians 11:24-34).

**Fleetwood Bible Church**  
**Child Care Guidelines for Volunteers age 17 and under**  
**Birth – Grade 5**

These guidelines are designed to protect the Children (birth-grade 5), 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. **Children and youth can be members of FBC. They are not permitted to vote in a business meeting until age 16, but they can be a member at any age.**
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 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 reported to the adult who is serving in the room with you.

**PHYSICAL CONTACT GUIDELINES**

1. Approved Workers must model conduct appropriate to a Christian lifestyle that evidences Christian Fruit of the Spirit (Galatians 5:22) 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 spanking of Children or Youth.

**PERSONAL CARE GUIDELINES (Restroom Rules)**

1. An Approved Worker must escort children grade 2 and under to the restroom.
2. Men/boys are not permitted to take girls into the restroom.
3. When an Approved Worker takes a child to the restroom they should only enter a restroom stall when absolutely necessary to assist a child and should keep the door open a bit.

4. Diaper changing: if a child has wet or soiled himself, take that child to the nursery and a female adult will clean the child.

Revised 03/03/2011

Approved 4/15/2011

Revised 9/8/2014

**Fleetwood Bible Church  
Policy for Reporting Suspected Child Abuse  
For Volunteers 17 and under**

**PURPOSE**

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

**GENERAL RULES**

**If at anytime you think a child might have been abused by another person, immediately tell the adult who is with you, and they will help the child.**

**Fleetwood Bible Church  
Guidelines for Ensuring the Safety of  
Children, Youth, and Staff for Volunteers age 17 and under**

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.

Have the adult in the room take over, and you help the other children. This may mean that you need to take the rest of the class into another area, or the adult needs to take the item and the child who brought it out of the classroom. Keep the rest of the children focused on the lesson and activities that your class has been doing. The adult will do this:

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.

**Sample Forms: If someone got hurt and you saw it, you will need to help an adult fill out these 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? \_\_\_\_\_