

A Membership Covenant

WITH SOUTHSIDE BAPTIST CHURCH IN DECATUR, AL

THIS MEMBERSHIP COVENANT ALIGNS WITH A LOCAL CHURCH

DISCIPLESHIP PROCESS CALLED "**THE MEMBERSHIP MOVEMENT.**"

ALL MEMBERS ARE ENCOURAGED TO COVENANT TOGETHER AS A LOCAL CHURCH

"TO BE GOD'S WITNESSES, WHO DO GOD'S WILL, AS REVEALED IN GOD'S WORD."

GATHERING IN LARGE & SMALL GROUPS

I covenant with Southside Baptist Church to willingly and faithfully GATHER with the saints for the worship of God.

I covenant with Southside Baptist Church to willingly and faithfully GATHER with a Southside Small Group for accountability, discipleship, and investment in Christian community.

GIVING THROUGH MINISTRY & MISSION

I covenant with Southside Baptist Church to willingly and faithfully GIVE to the church through the discovery, confirmation, and exercise of the Holy Spirit's gift to me for the common good.

I covenant with Southside Baptist Church to willingly and faithfully GIVE unto the Lord the tithes and offerings that belong to Him as an act of worship, gratitude, and means of God's provision for the gospel's advancement through the local church.

I covenant with Southside Baptist Church to willingly and faithfully GIVE my time, resources, and prayers to build up the body of Christ and help brothers and sisters in need.

I covenant with Southside Baptist Church to willingly and faithfully GIVE encouragement to one another, promote the peace of Christ, and maintain unity in the body by resolving disagreements within the church as instructed in God's Word.

I covenant with Southside Baptist Church to willingly and faithfully GIVE the gospel to the lost by being a witness for Jesus in every possible way, including a life of obedience to God's revealed Word.

NAME

DATE

GIVING THROUGH MINISTRY

Name

Ministry Mobilizer

Primary Phone

Call Okay?

Text Okay?

Line

Mobile

Work

Home

***Primary Email**

Thank you for being willing to be used by the Lord!

In this space, briefly comment on why you want to give through this ministry need?

You might share ways *you believe the Lord has equipped you to build up the church through this ministry?*





Southside Baptist Church Ministry Policies

Children & Students

Dear Children's & Youth Volunteer or Staff Member,

Welcome to Southside Baptist Church!

At Southside Baptist Church, we take our responsibility to care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for volunteers and staff members. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of Southside Baptist Church. The following procedures have been adopted and will be diligently enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

Southside Baptist Church Leadership

Southside Baptist Church

Policies & Procedures for

Family Ministry

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Overview of Southside Baptist Church Safety System

Because we desire to protect children involved in our ministry, Southside Baptist Church requires all staff members and volunteers working with children or students (and other vulnerable populations) to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training

Southside Baptist Church policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervising ministry staff member. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Southside Baptist Church requires all staff members and volunteers to complete sexual abuse awareness training. This training will be renewed every two years.

STEP TWO: Screening Process

Staff members and volunteers working or serving with children are required to complete Southside Baptist Church's Screening Process, which includes:

- an Employment Application (employees only);
- a Safety Application (employees and volunteers);
- a face-to-face interview (employees and volunteers); and
- references to be checked (employees and volunteers).

*A volunteer must attend Southside Baptist Church for six months before being eligible to serve in positions providing ministry services to children or students.

STEP THREE: Policies & Procedures

Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check

Southside Baptist Church requires that all staff members and volunteers working or volunteering in children's or students' activities undergo a criminal background check. Depending upon the ministry position, differing levels or intensity of criminal background check may be required.

Child Safety Policy

DESIGNATIONS

An **Immediate Supervisor** is the person a staff member or volunteer reports directly to.

The **Overseeing Minister** is the called and recognized minister of the church (not a ministry director) tasked with overseeing a specific ministry area (ex: a Children's Minister, Student Minister, Family Minister, Associate or Lead Pastor, etc.).

A **Director** is a person other than a called and recognized minister of the church who oversees a specific ministry area (ex: a children's director, student director, family director, etc.).

The **Designated Overseers** are a specially called and recognized group of the church. An Overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent, gentle, not quarrelsome, not a lover of money. He must manage his own household well, with all dignity keeping his children submissive, not a recent convert, and well thought of by outsiders.¹ At a minimum, this group will be comprised of a plurality of male, called and recognized ministers of the church.

The **Executive/Lead Pastor** designation refers to the Executive Pastor first. In the absence of an Executive Pastor, this designation refers to the Lead Pastor.

ABUSE TOLERANCE

Southside Baptist Church has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at Southside Baptist Church to act in the best interest of all children in every program.

In the event a staff member or volunteer observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual) it is that individual's responsibility to immediately report their observations to an immediate supervisor, the Overseeing Minister or the Executive/Lead Pastor.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

Southside Baptist Church is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services, or another appropriate agency.

¹ See 1 Timothy 3:1-7 (ESV).

Because sexual abusers ‘groom’ children for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Staff members and volunteers are asked to report ‘grooming’ behavior, policy violations, or any suspicious behaviors to an immediate supervisor, the Overseeing Minister or the Executive/Lead Pastor.

ENFORCEMENT OF POLICIES

Southside Baptist Church staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Church policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Family Ministry positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Executive/Lead Pastor and the Designated Overseers.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the ministry area, the Overseeing Minister or the Executive/Lead Pastor.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Family Ministry. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have violated this policy may be prohibited from future participation as a staff member or volunteer in all activities and programming involving children or students at Southside Baptist Church. If the person is an employee, such conduct may also result in termination of employment from Southside Baptist Church.

Failure to report a policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any future activities involving children or students at Southside Baptist Church.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

According to Alabama Law, any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse shall be required to report orally, either by telephone or direct communication, immediately followed by a written report, to DHR, law enforcement, or the District Attorney.²

² The Department of Human Resources provides forms: Written Report of Suspected Child Abuse and Neglect (DHR-FCS-1593) for making reports of suspected child abuse and/or neglect (CAN). Individuals considered Mandatory Reporters are required to make written reports and should use CAN forms. Forms are available through the county and state offices of the Department of Human Resources. *(This form is available at the Alabama Department of Human Resources, (334) 242-9500 or also available for completion and www.dhr.alabama.gov).*

It is the policy of Southside Baptist Church that ALL suspicions or allegations of abuse, regardless of state law requirements, should be reported.

RESPONSE TO REPORT OF ABUSE

Southside Baptist Church Leadership will take appropriate action on behalf of the church when a report of abuse occurs.

Southside Baptist Church Safety Committee

SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for children, Southside Baptist Church will appoint and maintain a Safety Committee which will meet once each quarter.

MISSION STATEMENT

The purpose of the Safety Committee is to enable Southside Baptist Church's ministry to children, students and their families to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

COMPOSITION

The Safety Committee will be comprised of the following members:

1. Executive/Lead Pastor
2. Overseeing Minister
3. Children/ Student/Family Director(s), and/or
4. Any appointee of the Designated Overseers.

MEETINGS

The Executive/Lead Pastor will chair the meeting of the Safety Committee on a quarterly basis to discuss risk management practices and updates. The Safety Committee will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

RESPONSIBILITIES

The Safety Committee will be charged with the following duties:

1. Applying existing Southside Baptist Church policies and procedures related to children's safety and risk management issues.
2. Monitoring all ministry programs for ongoing compliance with safety policies.
3. Making recommendations to the Southside Baptist Church Designated Overseers regarding safety issues.

Southside Baptist Church Staff Monitoring Plan

Monitoring of staff members and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff member and volunteer interaction with children.

1. **Each supervisor** conducts an unscheduled observation at least once each week for programs that occur weekly.
2. **Overseeing Minister** conducts written performance evaluations every six for individuals in paid staff positions.
3. **Overseeing Minister** conducts periodic verbal performance evaluations that address participation in risk management training and adherence to risk management procedures.
4. **Executive/Lead Pastor** conducts an unscheduled observation of a children's and student's ministry programs at least once each quarter.
5. **Executive/Lead Pastor** meets with the Overseeing ministers/directors at least once monthly to discuss the ministry, including safety training and procedures.
6. **Designated Overseers** meets with Overseeing Minister once each year to discuss Children's Ministry, including safety training and procedures.
7. **Overseeing Minister** conducts an unscheduled observation at least once each month for programs occurring weekly.

BUILDING SAFETY

The Overseeing Minister will be responsible for ensuring that the children's and students' areas are monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and children in children's classrooms.

No child will ever be left unattended in the children's area or on the children's playground during children's ministry programming or classes. Ministry staff members or volunteers are prohibited from being alone with an individual child in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child, that staff member or volunteer will take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

After every programming event, Ministry staff members and volunteers must ensure every room and restroom is cleared prior to leaving.

On the children's playground, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

WORKER TO CHILD RATIOS

Southside Baptist Church is committed to providing adequate supervision in all children's ministry programs. Accordingly, the following worker to child **minimum ratios** will be observed:

Program	Workers	Children
Nursery	2	6
Preschool, 2 and 3 years old	2	10
Preschool, 4 and 5 years old	2	14
Elementary	2	18

If a worker is 'out of ratio' it is his or her responsibility to immediately notify the program supervisor or the Overseeing Minister. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with Church policy.

DISCIPLINE

It is our policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors by children. Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

- 1) Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
- 2) If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
- 3) Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold a child in time-out.
- 4) Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
- 5) Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).

- 6) Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. (“Jamie, you’re doing a great job of sitting quietly – just 2 more minutes.”)
- 7) Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

Uncontrollable or unusual behavior should be reported immediately to parents and the Overseeing Minister.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

Nursery children

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

- 1) Only female nursery workers or the child’s parent or legal guardian will undertake the diapering of children of either sex.
- 2) Changing of diapers should be done in plain sight of other nursery workers.
- 3) Children will never be left unattended on changing tables.
- 4) Any special instructions given by parents leaving children in nursery will be recorded on the registration cards (“Seth Adams has a medicine in the bag for rash.”)
- 5) Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- 6) Children should be changed on changing stations only.

Toilet training

- 1) No child will be forced to toilet train.
- 2) Only female nursery workers or the child’s parent or legal guardian will participate in toilet training efforts with children of either sex.
- 3) When children are taken into bathrooms the door will be left partially open.
- 4) Young children will never be left unattended in bathrooms.
- 5) Parents should be consulted on each child’s progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the registration card (“Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.”).
- 6) Children should be verbally assisted where possible. If physical assistance is necessary, another staff member or volunteer should be present, when possible.
- 7) “Accidents” should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available in the children’s area, if the parent has not furnished a clothing change.

School age children

School age children may be accompanied to the restroom for supervision and assistance when needed. Children should receive the minimum amount of assistance needed based upon their individual capabilities. Staff members and volunteers should never take a lone child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

Special needs

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children, or while working with or supervising children during any Southside Baptist Church program or activity.

MEDICATION

A staff member or volunteer may not administer medication to any child while serving in Southside Baptist Church programs.

NUDITY

Staff members and volunteers serving in Southside Baptist Church ministry should never be nude in the presence of children in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will submit a plan to the Overseeing Minister or supervising staff member concerning arrangements for showering or changing clothes.

ONE-TO-ONE INTERACTIONS WITH MINORS

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children or students while participating in ministry activities or programs. Another trained, screened adult should always be present.

TRANSPORTATION

Staff members and volunteers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when workers are involved in the transportation of children:

1. Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.

2. Staff members and volunteers should avoid physical contact with children while in vehicles.
3. No cell phones may be utilized by the driver while driving Church vans, or vehicles owned or rented by Southside Baptist Church, unless in an emergency.
4. No drivers under age 25 may drive Church-owned or rented vehicles.
5. Another trained, screened adult should always be present.

PARENTAL CONTACT

Parents who leave a child in the care of Southside Baptist Church staff members and volunteers during church services or activities will be contacted if a child becomes ill, injured, or has a severe disciplinary problem while participating in ministry programs.

PARENTAL INVOLVEMENT

Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child's program will be required to complete the Church's volunteer application and screening process.

PHYSICAL CONTACT

Southside Baptist Church is committed to protecting children in its care. To this end, Southside Baptist Church has implemented a 'physical contact policy' that promotes a positive, nurturing environment while protecting children. The following guidelines are to be carefully followed by those working in children's and students' ministry programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development, and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Overseeing Minister or the Executive/Lead Pastor.
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children or Ministry Staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in all ministry settings must foster trust at all times. Personal conduct must be above reproach.

6. Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
7. Staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, the Overseeing Minister or the Executive/Lead Pastor.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with or in the presence of children, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers are prohibited from possessing (or transmitting to a child) any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children in their care.

TOBACCO USE

Southside Baptist Church requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during Southside Baptist Church activities or programs. Southside Baptist Church is a tobacco-free facility.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and children should be positive and uplifting. Staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

RELEASE OF CHILDREN

At any time that a child has been entrusted to Southside Baptist Church ministry staff members or volunteers, the Church incurs responsibility for the safety and welfare of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Ministry staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

It is presumed a person who drops off a child has authority to pick up that child.

In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact their immediate supervisor or Overseeing Minister before releasing the child.

Southside Baptist Church utilizes Realm as a check-in system. Once checked-in, labels are printed matching the child with the parent, legal guardian or other persons designated by parents or legal guardians.

SUPERVISION

Staff members and volunteers in Family Ministry are expected to provide adequate supervision for children in their care while working in church programs.

Policies and Procedures

Statement of Acknowledgment and Agreement

I have received and read a copy of Southside Baptist Church's Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Southside Baptist Church.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Southside Baptist Church.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between Southside Baptist Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of Southside Baptist Church policies and procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page is to remain attached to Southside Baptist Church's Ministry Policies.]

Policies and Procedures

Statement of Acknowledgment and Agreement

I have received and read a copy of Southside Baptist Church's Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Southside Baptist Church.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Southside Baptist Church.

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Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page is to be signed, detached and delivered to the Executive/Lead Pastor.]



Southside Baptist Church Ministry Policies

Student Safety

A Supplement to Children & Students Policies

Dear Student Ministry Volunteer or Staff Member,

Welcome to Southside Baptist Church!

At Southside Baptist Church, we take our responsibility to care for students very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which students can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for staff members and volunteers serving in Student Ministry to junior high and high school students. Our policies are intended to create a safe environment for students, protecting students, you, and the mission of Southside Baptist Church.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

Southside Baptist Church Leadership

Southside Baptist Church

Safety Policies & Procedures for

Student Ministry (Junior and Senior High Students)

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Overview of Southside Baptist Church Safety System

Because we care for students and desire to protect them, Southside Baptist Church requires all staff members and volunteers working with children or students to complete **FOUR SAFETY STEPS** before ministry work or volunteer placement begins.

STEP ONE: Sexual Abuse Awareness Training

Southside Baptist Church policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of Southside Baptist Church Leadership. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a student for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip Southside Baptist Church staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Southside Baptist Church requires all staff members and volunteers to complete sexual abuse awareness training. This training will be renewed every two years.

STEP TWO: Screening Process

Staff members and volunteers are required to complete the Southside Baptist Church's Screening Process, which includes:

- An Employment Application (employees only)
- A Safety Application (employees and volunteers)
- A face-to-face interview (employees and volunteers)
- References to be checked (employees and volunteers)

*A volunteer must attend Southside Baptist Church for six months before being eligible to serve in positions interacting with children or students.

STEP THREE: Policies & Procedures

Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check

Southside Baptist Church requires that all staff members and volunteers working or volunteering in children's or student activities or programming undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required.

Student Safety Policy

DESIGNATIONS

An **Immediate Supervisor** is the person a staff member or volunteer reports directly to.

The **Overseeing Minister** is the called and recognized minister of the church (not a ministry director) tasked with overseeing a specific ministry area (ex: a Children's Minister, Student Minister, Family Minister, Associate or Lead Pastor, etc.).

A **Director** is a person other than a called and recognized minister of the church who oversees a specific ministry area (ex: a children's director, student director, family director, etc.).

The **Designated Overseers** are a specially called and recognized group of the church. An Overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent, gentle, not quarrelsome, not a lover of money. He must manage his own household well, with all dignity keeping his children submissive, not a recent convert, and well thought of by outsiders.¹ At a minimum, this group will be comprised of a plurality of male, called and recognized ministers of the church.

The **Executive/Lead Pastor** designation refers to the Executive Pastor first. In the absence of an Executive Pastor, this designation refers to the Lead Pastor.

ABUSE TOLERANCE

Southside Baptist Church has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at Southside Baptist Church to act in the best interest of students in every program.

In the event that any staff member or volunteer observes any inappropriate behavior (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual) it is that individual's responsibility to immediately report these observations to his or her immediate supervisor, the Overseeing Minister, or the Executive/Lead Pastor.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

Southside Baptist Church is committed to providing a safe, secure environment for students and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services, or another appropriate agency.

Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a student for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to an immediate supervisor, the Overseeing Minister or the Executive/Lead Pastor.

¹ See 1 Timothy 3:1-7 (ESV).

ENFORCEMENT OF POLICIES

Southside Baptist Church staff members and volunteers who supervise other staff or volunteers are charged with the diligent enforcement of all Southside Baptist Church policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Student Ministry positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Executive/Lead Pastor and the Designated Overseers.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the ministry area, the Overseeing Minister, or the Executive/Lead Pastor.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Student Ministry. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act may be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students or vulnerable populations at Southside Baptist Church. If the person is a staff member or employee, such conduct may also result in termination of employment from Southside Baptist Church.

Failure to report a policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any activities involving children or students at Southside Baptist Church.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

According to Alabama Law, any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse shall be required to report orally, either by telephone or direct communication, immediately followed by a written report, to DHR, law enforcement, or the District Attorney.²

It is the policy of Southside Baptist Church that ALL suspicions or allegations of abuse, regardless of state law requirements, should be reported.

² The Department of Human Resources provides forms: Written Report of Suspected Child Abuse and Neglect (DHR-FCS-1593) for making reports of suspected child abuse and/or neglect (CAN). Individuals considered Mandatory Reporters are required to make written reports and should use CAN forms. Forms are available through the county and state offices of the Department of Human Resources. (This form is available at the Alabama Department of Human Resources, (334) 242-9500 or also available for completion and www.dhr.alabama.gov).

RESPONSE TO REPORT OF ABUSE

Southside Baptist Church Leadership will take appropriate action on behalf of the church when a report of abuse occurs.

Southside Baptist Church Safety Committee

SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for children and students, Southside Baptist Church will appoint and maintain a Safety Committee, which will meet once each quarter.

MISSION STATEMENT

The purpose of the Safety Committee is to enable Southside Baptist Church's Children's and Student Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

COMPOSITION

The Safety Committee will be comprised of the following members:

1. Executive/Lead Pastor
2. Overseeing Minister,
3. Children/Student/Family Director(s), and/or
4. Any appointee of the Designated Overseers.

MEETINGS

The Executive/Lead Pastor will chair the meeting of the Safety Committee on a quarterly basis to discuss risk management practices and updates. The Safety Committee will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

RESPONSIBILITIES

The Safety Committee will be charged with the following duties:

1. Applying existing Southside Baptist Church policies and procedures related to student safety and risk management issues.
2. Monitoring all Student Ministry programs for ongoing compliance with safety policies.
3. Making recommendations regarding safety issues to Southside Baptist Church Designated Overseers.

Student Ministry Staff Monitoring Plan

Monitoring of staff and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff member and volunteer interactions with students.

1. **Each supervisor** conducts an unscheduled observation at least once each week for programs that occur weekly.
2. **The Overseeing Minister** conducts written performance evaluations every six months for individuals in paid staff positions.
3. **The Overseeing Minister** conducts periodic verbal performance evaluations that include items that address participation in risk management training and adherence to risk management procedures.
4. **Executive/Lead Pastor** conducts an unscheduled observation of a Student Ministry program at least once each quarter.
5. **Executive/Lead Pastor** meets with Overseeing Minister at least once monthly to discuss Student Ministry, including safety training and procedures.
6. **The Designated Overseers** meet with the Overseeing Minister once each year to discuss Student Ministry, including safety training and procedures.
7. **The Overseeing Minister** conducts an unscheduled observation at least once each month for programs that occur weekly.

BUILDING SAFETY

The Overseeing Minister will be responsible for ensuring that the Student Ministry area is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and students in student classrooms or meetings.

No student will ever be left unattended or unsupervised during Student Ministry programs or meetings. Student Ministry staff members or volunteers are prohibited from being alone with an individual student in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single student, that staff member or volunteer will take the student to a room or building occupied by others, or to a location easily observed by others. (Example: If a student desires additional conversation or counsel with a staff member or volunteer after regular programming has concluded, move to an adjoining room where other staff members or volunteers are present, or into a public space.)

After every programming event, staff members and volunteers must ensure every room and restroom is checked prior to leaving.

Any two students together in an unseen or less easily viewed area should be redirected to another (more open) area.

STAFF TO STUDENT RATIO

Southside Baptist Church is committed to providing adequate supervision in all Student Ministry activities and programs. Accordingly, the following ratios will be observed for Student Ministry activities and programs:

At least two screened adults must be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults.

For groups larger than 30 students, there will be at least 3 staff members or volunteers supervising.

If a worker is out of ratio it is his or her responsibility to immediately notify supervisory staff responsible for the program or event. The responsible supervisory staff member will make diligent effort to immediately bring staff member/volunteer to student ratios into compliance with this policy.

DISCIPLINE

It is the policy of Southside Baptist Church that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of children or students.

No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction or inappropriate behaviors by students. If a student is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. In the event of a fight or physical altercation, staff members will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and the Overseeing Minister.

INTOXICANTS

Staff and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any church facility, while traveling with students, or while working with or supervising students.

NUDITY

Staff and volunteers in Southside Baptist Church's student ministry should never be nude in the presence of students in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will communicate a plan to the Overseeing Minister concerning arrangements for showering or changing clothes.

ONE-TO-ONE INTERACTIONS WITH STUDENTS

Southside Baptist Church recognizes that meeting the emotional needs of students may occasionally require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with students.

Individual Meetings

Staff members and volunteers should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the Student Minister.

If a closed-door meeting must occur, the student staff member must inform another staff member BEFORE the meeting occurs, and the door remains unlocked.

TRANSPORTATION

Staff members and volunteers may from time to time be in a position to provide transportation for students. The following guidelines should be strictly observed when workers are involved in the transportation of students:

1. Students should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one student in transport.
2. Staff members and volunteers should avoid physical contact with students while in vehicles.
3. No cell phones may be utilized by the driver while driving Southside Baptist Church vans, or vehicles owned or rented by Southside Baptist Church, unless in an emergency.
4. No drivers under age 25 may drive Church-owned or rented vehicles.

PARENTAL CONTACT

Parents whose student is participating in Southside Baptist Church's Student Ministry activities and programs will be contacted if their child becomes severely ill, injured, or has a severe disciplinary problem while participating in Ministry programs.

PARENTAL INVOLVEMENT

Parents have an open invitation to observe all programs and activities in which their student is involved. However, parents who desire to participate in or have continuous, ongoing contact with Student Ministry programs will be required to complete the Church's volunteer application and screening process.

PHYSICAL CONTACT

Southside Baptist Church is committed to protecting students in its care. To this end, Southside Baptist Church has implemented a 'physical contact policy' that promotes a positive, nurturing environment for our Student Ministry programs. The following guidelines are to be carefully followed by anyone working in Student Ministry programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and students are important for student's development and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Overseeing Minister or the Executive/Lead Pastor.
3. Physical contact should be for the benefit of the student, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other students or student staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.

5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff or volunteers in the Student Ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force any physical contact, touch or affection upon a reluctant student. A student's preference not to be touched must be respected.
7. Student staff and volunteers are responsible for protecting students under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, the Overseeing Minister or the Executive/Lead Pastor.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with students and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any student in the program. However, it is expected that from time to time Student ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will occur in group settings, and will convey the church's views on these topics.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers are prohibited from possessing (or transmitting to any student) any sexually oriented materials (magazines, cards, images, videos, pictures, films, etc.) on church property or in the presence of students, including those in electronic form.

SLEEPING ARRANGEMENTS

It is anticipated that certain Student Ministry activities may occasionally require that overnight sleeping arrangements be made for students and staff members and volunteers (i.e. lock-ins, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. The 2-adult rule must be followed; a single student should not be alone with a staff member or volunteer.
2. All adult leaders must have previously completed the Church's screening and training process.
3. Overnight sleeping arrangements must be submitted in writing to and approved by the Overseeing Minister prior to the activity.
4. As long as any students are awake, one trip leader must be awake and monitoring students to ensure safe behavior.
5. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted.

6. Appropriately modest sleeping attire must be worn; both tops and bottoms.
7. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by student leaders of the same gender.
8. Staff members and volunteers will monitor sleeping students by periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping places. During bed checks, staff members and volunteers should never physically touch a student.
9. Whenever possible, at least one staff member or volunteer will sleep in the same room (but not same bed) as students, or in an adjoining room with the door between the rooms kept open.
10. In the event that overnight arrangements do not include standard beds, each staff member, volunteer, and student will use single sleeping bags or blankets. In these instances a “one-person-to-one bag or blanket” rule will be observed.

TOBACCO

Southside Baptist Church requires staff members and volunteers to abstain from the use or possession of tobacco products in Church facilities, while in the presence of students or their parents, and during Church activities or programs. Southside Baptist Church is a tobacco-free facility.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and students should be positive and uplifting. Southside Baptist Church staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of students.

To this end, staff members and volunteers should not talk to students in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff and volunteers are expected to refrain from swearing in the presence of students.

Policies and Procedures

Statement of Acknowledgment and Agreement

I have received and read a copy of Southside Baptist Church's Ministry Policies for Student Safety and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Southside Baptist Church.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Southside Baptist Church.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between Southside Baptist Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of Southside Baptist Church Ministry policies and procedures manual for Student Safety.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page is to remain attached to Southside Baptist Church Ministry Policies for Student Safety.]

Policies and Procedures
Statement of Acknowledgment and Agreement

I have received and read a copy of Southside Baptist Church's Ministry Policies for Student Safety and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Southside Baptist Church.

Further, I understand that the manual may be modified at any time, and that any guideline may be amended, revised, or eliminated at any time by Southside Baptist Church.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between Southside Baptist Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of Southside Baptist Church Ministry policies and procedures manual for Student Safety.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page is to be signed, detached and delivered to Executive/Lead Pastor.]

Volunteer Statements and Agreed Code of Conduct

Please initial each of the following statements:

- _____ I declare that all statements contained in my Safety Application Form are true. I understand that any misrepresentation or omission is cause for dismissal from any ministry involvement.
- _____ I understand that **my references and contacts** from prior church or non-church work with children, student, or disabled adults will be contacted and that an appropriate **criminal background check** will be conducted. I authorize investigations of all statements contained in this application. I specifically authorize the church to undertake a criminal background check of my past.
- _____ I understand that I must be interviewed and recommended by a member of the Southside Baptist Church Screening and Selection Committee before I begin service as a volunteer in Southside Baptist Church ministries.
- _____ I understand that I can withdraw from the application process at any time.
- _____ I understand that Southside Baptist Church has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that Southside Baptist Church cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my volunteer position and possible criminal charges.
- _____ I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, student or disabled adult, and I have never been accused of these acts.
- _____ I understand and agree that false statements regarding past conduct and/or present situations may be grounds for denial of this application to provide volunteer services, and that refusal to inform Southside Baptist Church of the contents of a sealed criminal record will result in the automatic denial of the application.
- _____ If accepted as a volunteer, I agree to read and abide by all Policies and Procedures provided to me by Southside Baptist Church.

Signature: _____ Date: _____

For Office Use Only

I have reviewed this application and have noted any missing information.

Screening Committee Member Signature: _____ Date: _____



Safety Application Form for Volunteers and Employees **CONFIDENTIAL**

This application should be completed by all applicants for any position (volunteer or employment) involving the supervision of children or students. This is not an employment application. The purpose of this form is to assist in the creation of a safe environment for children or students who participate in the programs of Southside Baptist Church or use Southside Baptist Church facilities.

Name: _____

Address: _____

Phone: _____

Drivers License # _____ Social Security # _____ - _____ - _____

Sex: _____ M _____ F Date of Birth: _____

Marital Status: _____ (single, married, separated, divorced, widowed, etc.)

How long have you lived at your current address? _____

Previous address: _____

List all other cities and states where you have lived as an adult:

Date: _____



Please list *all previous volunteer work or employment* involving children or students (List each organization's name and address, type of work, dates, and a **contact person** familiar with your work there. **Use back of this page for more space, if necessary.**)

List any talents, vocations, preparation, training or other experiences that have equipped you to work with children or students:

Please complete a separate reference form providing one professional reference (if applicable), one personal reference, and one family member. References must include one family member and one member of the opposite sex. Please contact these references and inform them an authorized Southside Baptist Church staff person will be contacting them. **(See Reference Form for Volunteers** attached. References supplied on an Employment Application may take the place of this form for applicants seeking *employment* with Southside Baptist Church.)

Because we care for children and desire to protect them, please answer the following questions. We understand that the answers to these questions may be private and deeply personal, and we will protect your privacy in every possible context. It is the position of Southside Baptist Church that suspicions or allegations of child abuse or neglect will be reported to relevant state authorities.

Why do you want to work with children or students at Southside Baptist Church?



Do you have a preference concerning the age group or sex of children or students with whom you would like to work? If so, what is the basis for this preference?

What is your philosophy concerning re-direction or discipline of children?

When you are unhappy, angry or emotional about a person or circumstance, what do you do?

Have you experienced any significant physical or emotional stressors within the past year, such as the loss of a parent, spouse, or child, extreme ill health, or any emotional or physical crisis? If so, please briefly explain. (Use back of page if necessary.)

Have you ever physically or sexually abused a child?

Has someone ever accused you of physically or sexually abusing a child, or molesting a child?

Do you consider yourself to have been physically or sexually abused as a child? **Yes/No**
(We realize this information is potentially sensitive, and it will be kept entirely confidential, where another child's safety is not negatively impacted by confidentiality.) If so please explain:



If you answered 'yes' to this question, would you consider counseling or resources (available through the Southside Baptist Church) to address any resulting emotional or spiritual harm or damage?

RELEASE

I authorize Southside Baptist Church to contact all individuals, organizations and references listed on this **Safety Application Form** in order to verify the information I have provided. I agree to release from liability any person or organization providing information related to me, including those persons I have listed as references, as well as contact persons from my previous volunteer work or employment with children.

I specifically authorize Southside Baptist Church to undertake a criminal background check concerning my past.

I understand and agree that any information received from the background check and application verification will not be disclosed to me except as required by law, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

By signing this form, I certify and affirm that the information I have given on this form is true, complete and correct in all respects.

Signature: _____ Date: _____



Volunteer's Name: _____

REFERENCE FORM FOR VOLUNTEERS

Name	Address	City and State	Zip Code	Telephone
<i>Personal:</i> <i>Email:</i>				
<i>Professional:</i> <i>Email:</i>				
<i>Family Member:</i> <i>Email:</i>				

References Required: Each applicant must submit the names and phone numbers of at least one professional reference, one personal reference and one family member. Additional professional references may be submitted if deemed helpful by applicant in allowing Southside Baptist Church to determine applicant's fitness for volunteer position and qualifications. The professional references should be familiar with the quality of the individual's work. One of these references should be a person of the opposite sex.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

I. A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free.

You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report; you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud; you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

II. States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to the Surface Transportation Board

5. Creditors Subject to the Packers and Stockyards Act, 1921

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

a. Consumer Financial Protection Bureau
1700 G Street, N.W.
Washington, DC 20552

b. Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. Federal Reserve Consumer HelpCenter
P.O. Box. 1200
Minneapolis, MN 55480

c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division
Department of Transportation
1200 New Jersey Avenue, S.E.
Washington, DC 20590

Office of Proceedings, Surface Transportation Board
Department of Transportation
395 E Street, S.W.
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, S.W., 8th Floor
Washington, DC 20416

Securities and Exchange Commission
100 F Street, N.E.
Washington, DC 20549

Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357

Southside Baptist Church Volunteer Background Investigation Release Form

In order to provide a secure environment for those to whom we provide services, our staff and volunteers, and our community, Southside Baptist Church, by and through its agents and representatives, routinely procures background investigations on those who minister on the Church's behalf.. Please understand that this policy helps us ensure that our services are delivered in a professional and safe manner. This may include procurement of a consumer report (as defined by the Fair Credit Reporting Act) from MinistrySafe, LLC (dba Abuse Prevention Systems), a Consumer Reporting Agency.

By signing below, you grant permission to Southside Baptist Church, by and through its agents and representatives, to obtain such a report now or at any point in the future in connection with your volunteer position. You also grant permission to all parties to release information regarding your character, previous or current military service, or criminal or civil litigation matters to Southside Baptist Church, by and through its agents and representatives, or to MinistrySafe, LLC (dba Abuse Prevention Systems), including information that may be deemed negative.

Signature of Applicant/Legal Guardian

Date

Identity Information

First Name:

Middle Name:

Last Name:

Other Names Used:

(maiden names or aliases)

Social Security Number:

 - -

Date of Birth:

Month:

Day:

Year:

Current Home Address:

City:

State:

ZIP:

Drivers License State:

Number:

Please list each city/county and state in which you have lived, worked, or attended school during the last ten years. Use a second form if necessary to provide full disclosure.

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

09/29/2011