

## APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application or any you may develop to give you any information (including opinions) that is reasonable and in good faith which they may have regarding my character and fitness for preschool, children, or youth work. In consideration of the receipt and evaluation of this application by Philadelphia Baptist Church, Deville, Louisiana, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or family, on account of compliance or any attempts to comply with this authorization.

Should my application be accepted, I agree to abide by the policies of Philadelphia Baptist Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I further state that I HAVE CAREFULLY READ THE FORGORING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

I have further received and read the policies of Philadelphia Baptist Church regarding "Reducing the Risk of Child Sexual Abuse." I agree to uphold and enforce these policies.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Witness: \_\_\_\_\_

Date: \_\_\_\_\_

# PHILADELPHIA BAPTIST CHURCH

Deville, Louisiana

## Request for Criminal Records Check and Authorization

I hereby request that any law enforcement agency release any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release said agency from any and all liability resulting from such disclosure.

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Signature

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Print Name

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Print maiden name if applicable

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Print all aliases

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Date of Birth

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Place of Birth

---

Social Security Number

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Today's Date

# VOLUNTEER APPLICATION

Philadelphia Baptist Church  
722 Philadelphia Road  
Deville, Louisiana 71328

## CONFIDENTIAL

Date: \_\_\_\_\_

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Last Name	First Name	Middle Name
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Permanent Address	Zip Code	Phone Number
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Birthdate: \_\_\_\_\_ Date Available for Job: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Group preference: Nursery \_\_\_\_\_ Children \_\_\_\_\_ Youth \_\_\_\_\_

Church Member? Yes \_\_\_\_\_ No \_\_\_\_\_ How Long? \_\_\_\_\_

REFERENCES: (Must be over 18 years old and non-related to you.)

Names	Address	Phone
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Do you have a personal relationship with Jesus Christ? \_\_\_\_\_ (Briefly Describe)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you use illegal drugs? \_\_\_\_\_

What is your view on drinking alcohol? (Briefly Describe)

\_\_\_\_\_  
\_\_\_\_\_

Philadelphia Baptist Church  
Deville, Louisiana

**Volunteer Screening Form**

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. The following policies reflect our commitment to provide protective care of all preschoolers, children, youth (PCY) and volunteers who participate in church-sponsored activities.

1. Have you had any painful experiences in your life that have better equipped you or may hinder you from a productive ministry with preschool, children, or youth? \_\_\_\_\_ Would you like to meet with the pastor regarding this circumstance? \_\_\_\_\_
2. Persons who have been convicted of either child sexual or physical abuse should not volunteer and will not be permitted in any church sponsored activity or program for PCY.
3. Persons who have a homosexual orientation should not volunteer to serve in any church sponsored activities involving PCY.
4. Persons who have been convicted of or pleaded guilty to a felony other than child sexual or physical abuse should counsel with the pastor before moving further in the volunteering process.
5. Volunteer PCY workers should seek to observe the “two worker” rule. This requires that volunteers are never alone with PCY unless previously designated as a Primary PCY worker and then only on rare occasions which are under random supervisory checks.
6. All Adults, including PCY workers, should immediately report to the pastor or supervisor any behavior which seems abusive or inappropriate.

I have read the above policy and agree to observe the safeguards listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

# Philadelphia Baptist Church

Deville, Louisiana

## Policies and Procedures

### Reducing the Risk of Child Sexual Abuse

First Draft: September 1997

Second Draft: March 2007

Child sexual abuse is an exploitation of a child's vulnerability and powerlessness where the abuser is always fully responsible for the incident(s). It is important to remember that 80% of abusers are known to their victims. In order to reduce the risk of child sexual abuse from occurring at Philadelphia Baptist Church of Deville, Louisiana, the following policies and procedures have been developed, approved, and implemented by this church. These policies apply to anyone within the church who works with preschool, children, and youth in any capacity. By definition preschool, children, youth (PCY) workers includes all paid or volunteer staff who work directly with preschool, children, or youth. This would include but is not limited to, the following people: Sunday School Teachers, the choir leaders, AWANA/Mission leaders, nursery staff, Vacation Bible School Staff, youth group counselors, and Discipleship Training Teachers/workers.

#### Policies and Procedures:

##### I. Indicators of Child Sexual Abuse

##### A. Child Sexual Abuse, as defined by the State of Louisiana in Louisiana Statutes Annotated Children's code 1994, is as follows:

1. Article 603 Section (1c): "The involvement of a child in any sexual act with a parent or any other person, or the aiding or toleration by the parent or caretaker of a child's sexual involvement with any other person, or of a child's involvement in pornographic displays or any other involvement of a child in sexual activity constituting a crime under the laws of this state."
2. Article 603 Section 5: "A CHILD means a person under 18 years of age prior to the juvenile proceedings and has not been judicially emancipated under code Article 385 or emancipated by marriage under civil code Articles 379-384."
3. Article 603 Section 7: "CHILD PORNOGRAPHY means visual depiction of a child engaged in actual or simulated sexual intercourse, deviant sexual intercourse, sexual bestiality, masturbation, sadomasochistic abuse, or lewd exhibition of genitals."

##### B. Symptoms of Child Sexual Abuse:

1. Behavioral Signs:
  - a. Anxieties when around certain people or areas of the church (i.e. specific classrooms, the nursery, etc).
  - b. Nervous or hostile behaviors or attitudes towards certain adults.
  - c. "Acting-Out" from children who were previously compliant and/or calm children.
  - d. Withdrawal from church activities or friends
  - e. Excessive flirtatious behaviors or sexual acting out.
  - f. Significant changes in overall behavior.

2. Verbal Signs
  - a. Negative statements about a particular worker.
  - b. A stated desire to avoid a specific worker.
  - c. Statements of nightmares or fears of being alone.
  
- C. Types of Non-Touching Sexual Abuse:
  1. Verbal comments of a flirtatious or sexual nature.
  2. Pornographic materials.
  3. Obscene phone calls.
  4. Exhibitionism.
  5. Forcing children to witness the sexual activities of others.
  
- D. Types of Sexual Abuse that Involve Touching Include:
  1. Fondling.
  2. Oral, genital, and anal penetration.
  3. Intercourse.
  4. Rape.
  
- II. Recruiting and selecting PCY Workers: This includes paid or volunteer and full-time or part-time staff current and future.
  - A. Screening Procedures
    1. All paid and volunteer workers will be given a copy of these policies and will be asked to sign a form indicating their willingness to abide by these policies.
  
    2. All paid and volunteer workers will participate in an orientation program which details the church's policies and procedures concerning child sexual abuse prevention and behavioral parameters and expectations of workers. This orientation will be conducted yearly and personally as needed.
  
    3. Anyone who has been convicted of or pleads guilty to either sexual or physical child abuse will NOT be allowed to work with PCY in any capacity.
  
    4. Any Person who has a homosexual orientation will NOT be allowed to work with PCY in any capacity.
  
    5. Paid Staff:
      - a. Will fill out an Employee Application
      - b. Will fill out an Employee Screening Form
      - c. Will be interviewed by the Pastor and or Personnel Committee.
      - d. Will have at least two reference checks completed on them by the Personnel Committee or Church Staff.
      - e. Will fill out a Permission for Criminal Records Check
      - f. Will sign a commitment to abide by these policies after having received and read a copy of the same.

#### 6. Primary PCY Workers

- a. A primary PCY worker is by definition a person who after going through the screening process shall on occasion be allowed to work alone with certain groups and/or be supervisor to non-primary PCY worker.
- b. Only members of Philadelphia Baptist Church will be allowed to serve as primary PCY Workers. All other volunteers (non-member and short-term workers) will be assigned to work along with a primary PCY worker at all times.
- c. All PCY workers must have been a member of Philadelphia Baptist Church will be allowed to serve as primary PCY worker. Until six months have passed a new member following (screening) may work under the supervision of a primary PCY worker.
- d. All primary PCY workers must be nineteen (19) years of age or older.

#### 7. Volunteer PCY Workers

- a. Will fill out a Volunteer Application.
- b. Will fill out the Volunteer Screening Form.
- c. All potential volunteer PCY workers must first be screened by ministerial staff and subsequently interviewed by either the appropriate department head and/or the nominating committee.
- d. Will have two reference checks completed by the ministerial staff.
- e. Will fill out a permission for criminal records check. (If warranted, the results of a criminal records check will be confidential and limited to the pastor only.)
- f. All PCY workers will be elected by the church in business session.
- g. All PCY workers under 10 years of age shall be under the supervision of an adult.

#### 8. Temporary Volunteers

- a. These are occasional volunteers who only serve a few hours each year. (i.e. Hallow Him, Sales Tables, etc.)
- b. These short term, occasional volunteers will be asked to read and sign the Volunteer Screening Form only.

### III. Supervision of PCY Workers

#### A. Team Approach

1. Generally there will never be one worker alone with one preschooler, child, or youth at any church-sponsored activity, on or of the church campus.
2. Generally, there will be a minimum of two (2) workers, one of which must be primary, per group of PCY.
3. If two workers are not available for regular activities in the church, the designated supervisor of that age group (Sunday School, Choirs, AWANA/Mission activities) will make a periodic and random checks into that classroom. Doors should be left open in this instance.
4. All classrooms have installed a glass panel for supervisory purposes.
5. With respect to the children's ministry and the youth group, the ratio of workers to children or youth shall be between 1 to 5 and 1 to 10 for overnight and of campus activities. The student minister and/or youth committee shall set the exact ratio for each event. These activities will be cancelled when proper ratios cannot be attained.

B. Parental Permission

1. Children and Youth must have written parental permission to participate in all overnight or out of town church sponsored programs.
2. The Church cannot assume responsibility and does not support nor condone transporting PCY to or from church-sponsored activities by staff or volunteers even with parental permission if it involves a one-on-one possibility.

IV. Reporting Procedures

A. Reporting Suspicious Behavior to Church Leaders

RULE OF THUMB: If you feel uncomfortable seeing behavior between a PCY worker and a preschooler, child, or youth, it may be inappropriate and needs to be reported. Reporting a suspected incident of child sexual abuse reflects a caring, Christian concern for all those involved. All reports are CONFIDENTIAL and will be handled discreetly with the utmost care.

1. Any inappropriate conduct or relationship between any PCY Worker and a Preschooler, child, or youth MUST be reported immediately to the pastor, whether witnessed directly or reported to an adult by a minor. The Pastor will document the report and investigate the situation. If the report relates to the Pastor, the suspicions should be reported to the Chairman of Deacons.
2. Prompt warning will be given and documented when deemed appropriate by the Pastor, and stricter supervision of the workers will be implemented immediately. Serious Offences may not allow for a warning prior to dismissal.
3. Any second warnings that may be needed will be documented and result in immediate dismissal of the worker.
4. This church shall make no attempt to cover up or minimize any allegations of misconduct by its employees or volunteers.

B. Reporting Incidents to State Authorities

State of Louisiana guidelines for reporting Child Sexual Abuse are as follows and will be strictly followed by Philadelphia Baptist Church. (Reference Source: West Louisiana States Annotated Children's Code)

1. Who are required to report? Chapter 5, Article 609; Mandatory Reporters relevant to church work include any Teachers, Child Care Providers, licensed and unlicensed Day Care Providers, Aides, School Staff, or any individual providing child care or supervision to a child. All persons who suspect abuse to preschoolers, children or youth which has occurred in any activities of the church shall make report to the Pastor, who will make a report to the legal authorities.
2. Length of time required to make a report? Chapter 5, Article 610; Upon receipt of allegations of Child Sexual Abuse, a verbal report is to be made within 24 hours by telephone to the appropriate agency, followed within five (5) days by a written report to the Rapides Parish Child Protection Agency.
3. The report will include the following information per chapter 5, Article 610:
  - a. Name, Age, Address, Sex, Race of Victim
  - b. Name, Address, Phone number of the victim's parents or legal guardian.
  - c. Names Address, Sex of all other household members if known.
  - d. Name and Address of the Reporter
  - e. Nature and extent and cause of the child's injuries or endangered condition.
  - f. An account of how this child came to the reporter's attention.

C. Official Church Spokesperson

In the case of an allegation of sexual misconduct or abuse against a preschooler, child or youth, the Pastor shall be the official and sole spokesperson to the news media and authorities. In case of the Pastor's absence, the chairperson of the Deacons shall be the "official spokesperson" until the Pastor returns.

V. Review of Policies

The Personnel Committee shall lead the church in reviewing these policies annually. The Personnel Committee shall meet with a new Pastor to orient him to these policies.

VI. Records of Employees and Volunteers

The records for employees and volunteers shall be kept on file at the church for five years. These records are considered confidential and will be secured.