

# Bethlehem Lutheran Church

## SAFE HAVEN: Policy for the Protection of At Risk Populations and Volunteers in Ministry Settings

Adopted by Bethlehem Lutheran Church Council

February 2011

Updated version adopted: April 2020

Adapted from *Model Policies for the Protection of Children and Youth from Abuse* developed by The Church Pension Group in partnership with The Nathan Network

Bethlehem Lutheran Church Safe Haven Team Members: Deaconess Kristen Baltrum, Jane Lahman, Mary Mahlendorf, Chili Chullino, Sharon Kirby-Cole, Amanda Dawson.

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# General Definitions

## A. Church Personnel

For purposes of this policy, the following are included in the definition of Church Personnel when they are functioning in their respective roles for Bethlehem Lutheran Church (BLC):

1. All clergy in ministry or service to Bethlehem Lutheran Church.
2. All paid personnel, either on Bethlehem Lutheran staff, or those who contract their services to or from the synod, its congregations, schools or other agencies.
3. Volunteers, including all who work with or around children and/or youth, have keys to the facility, or manage any sort of financial component of the ministry of Bethlehem Lutheran Church. (For a more detailed description of volunteers who work with or around children and/or youth, see "C" below.)

## B. Children and Youth

A *child* is defined as anyone under the age of 12 years. A *youth* is defined as anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older and still in high school.

## C. Church Personnel who Work With or Around Children or Youth

For purposes of this policy, the following are included in the definition of *Church Personnel Who Work With or Around Children or Youth*:

1. All clergy in ministry or service to Bethlehem Lutheran Church.
2. All paid or volunteer Church Personnel whose work regularly takes them throughout the facility or grounds or who have keys giving them access to BLC property, both physical and/or digital.
3. All persons who supervise (or assist with supervising) children or youth, in ministries, programs or activities.
4. All adults over the age of 21 who provide transportation to children or youth without other adults in the vehicle for Bethlehem Lutheran Church sanctioned events.
5. Any paid personnel whose living quarters are on the grounds of Bethlehem Lutheran Church or other related agency.

Examples of Church Personnel who Work With or Around Children or Youth include, but are not limited to:

- Lay youth ministers
- Volunteer youth leaders
- Children's or youth choir directors
- Musicians who work with children or youth
- All Church Personnel who work or assist in the nursery
- All staff, whether volunteer or paid, at church camps
- Adults who participate in overnight activities with children or youth
- Sunday School teachers
- Mentors

## D. Types of Abuse

1. Physical abuse is non-accidental injury which is intentionally inflicted upon a child or youth.

2. Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult, child or youth. This also includes anything considered to be harassing, stalking, injuring, intimidating, threatening, or of sexual nature on any social media platform or electronic communication tool.
3. Sexual abuse perpetrated by another child or youth is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth has power over the other child or youth. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children or youth. This also includes anything considered to be harassing, stalking, injuring, intimidating, threatening, or of sexual nature on any social media platform or electronic communication tool.
4. Emotional abuse is mental or emotional injury to a child or youth that results in an observable and material impairment in the child or youth's growth, development or psychological functioning. This also includes anything considered to be harassing, stalking, injuring, intimidating, threatening, or of sexual nature on any social media platform or electronic communication tool.
5. Neglect is the failure to provide for a child or youth's basic needs or the failure to protect a child or youth from harm.
6. Economic exploitation is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child or youth's belongings or money.

#### **E. Background Checks**

1. Background checks are secured through Sterling Volunteers which maintains automatic updates on current criminal checks. These checks include:
  - Clear Status Government Watch List Search (OFAC)
  - Clear Status DOJ Sex Offender
  - Clear Status CO-State of Colorado State Criminal Search
2. Bethlehem Lutheran Church must receive permission from a volunteer before entering the volunteer's name into the Sterling Volunteer system.
3. The Senior Pastor maintains all access to Sterling Volunteers and background check reports.

# Code of Conduct for the Protection of Children and Youth

Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships. Relationships are the good foundation from which we serve.

Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur. This Code of Conduct has been adopted by Bethlehem Lutheran Church to help the congregation create safe environments for children and youth and for those who minister to them as well as care for our facility. All Church Personnel are asked to carefully consider each statement in the Code and within the Policies for the Protection of Children and Youth from Abuse before agreeing to adhere to the statements and continue in service to the church.

- Church Personnel agree to do their best to prevent abuse and neglect among children and youth involved in church activities and services.
- Church Personnel agree to not physically, sexually or emotionally abuse or neglect a child or youth.
- Church Personnel agree to comply with the policies for general conduct with children and youth as defined in this document.
- Church Personnel agree to comply with the Guidelines for Appropriate Affection with children and youth.
- In the event that Church Personnel observe any inappropriate behaviors or possible policy violations with respect to children or youth, said personnel agree to immediately report their observations.
- All Church Personnel acknowledge their obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with these policies.
- Church Personnel understand that the church will not tolerate abuse of children and youth and agree to honor this position in spirit and in action.

# Safeguards for Children and Youth

## A. Screening and Selection

1. Any and all Church Personnel who Work With or Around Children or Youth shall be screened and selected utilizing at least the following:
  - a. **A Standard Application** completed by the applicant that includes an authorization for the release of information to conduct background checks and a signature on the **Code of Conduct** (Appendix C).
  - b. **Criminal Records Check** in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by the church.
  - c. **Sexual Offender Registry Check** in any state where the applicant has resided during the past seven (7) years.
  - d. **Individual Interview** with the applicant, at the discretion of the Senior Pastor.
  - e. **Driving or Motor Vehicle Records Check** if the person may be transporting children or youth.
2. All information gathered about an applicant will be carefully reviewed and evaluated by the Senior Pastor to make a determination, in consultation with others as necessary [for example the Council President and/or Council Vice-President] as to whether or not the person is appropriate to work with children or youth.
3. Church Personnel who work with or around children or youth must have a personnel file that is kept where other church records are kept.
4. Church Personnel who transfer within the Rocky Mountain Synod and apply (or are asked to apply) for, or who undertake a position working with or around children or youth, are required to undergo the same screening and selection process as outlined in Section A. 1–3 above. This requirement may be met through a transfer of a copy of their personnel file to the new congregation, school, agency, or program together with completion of a new application, individual interview and reference checks with the congregations, schools, agencies or other programs for which the applicant has worked with or around children or youth since the screening was last done as shown in the applicant's personnel file.
5. Any person interacting with children or youth, paid or volunteer, contracted by an outside organization is subject to BLC's background check process unless verification can be made by the contracting organization.

## B. Education and Training Requirements

1. Two hours of child abuse prevention education and training is required for all Church Personnel who Work With or Around Children or Youth. This training will be provided by Bethlehem Lutheran Church once annually. If a volunteer is unable to attend the provided training or training is necessary before serving, they will be directed to other appropriate local organizations for such training.
2. Church Personnel who are responsible for screening, selection and supervision of others in programs for children and youth are required to complete an additional three (3) hours of specialized education and training in screening, selection and monitoring every five (5) years.
3. Adults who provide Children's Sermons are required to participate in annual training for the protection of children and youth. If a volunteer is unable to attend the provided training or training is necessary before serving, they will be directed to other appropriate local organizations for such training.

### **C. Monitoring and Supervision of Programs**

The structural guidelines and standards are covered in both this **Monitoring and Supervision** section and in the following section, **General Conduct for the Protection of Children and Youth**. The behaviors and interactions of persons with children and youth that need to be monitored and supervised are covered in the section on **General Conduct for the Protection of Children and Youth** (see D. below) and in the **Guidelines for Appropriate Affection** (Appendix A).

1. Every program for children and youth must have established ratios for adults and children. (1:12 when other programs are running simultaneously on the church property, 2:12 when this is the only programming running on church property, 1:5 when off property. Additionally at least one male and one female leader, unrelated to one another, are required for all co-ed events, activities, and retreats. See 8. below.) Compliance with the established ratios is required at all times.
2. It is expected that when Church Personnel are meeting in a one-on-one situation with a youth or child, that meeting is taking place in a public environment where both parties can be clearly seen. If the adult will be driving the youth to or from this meeting, additional written permission from a parent must be obtained. Text message or email is acceptable as written permission.
3. Church Personnel over the age of 21 must directly supervise Church Personnel under the age of 18 and be physically present during all activities.
4. Volunteers are not permitted to develop new programs, ministries or activities for children and youth without approval from the Senior Pastor and/or Council President or Council Vice-President. Requests to develop new activities should be submitted in writing to the above staff. The staff will consider whether the plan for a new activity includes adequate adult supervision.
5. Each program will develop age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths. Questions about procedures can be directed to Senior Pastor or other supervising program staff.
6. When supervising or assisting private activities such as dressing, showering or diapering infants or children, Church Personnel will remain in an area observable by other adults or work in pairs.

### **D. General Conduct for the Protection of Children and Youth**

The following guidelines are intended to assist Church Personnel in monitoring and supervising behaviors and interactions with children and youth to identify and stop those that may be inherently harmful to children or youth, that are the type used by child molesters to groom children, youth and their parents, or that may create the conditions where abuse can occur more easily. These guidelines should also be used to make decisions about interactions with children and youth in church-sponsored and affiliated programs. They are not designed or intended to address interactions within families. When exceptions to these guidelines must be made, they should be reported to the supervisor of the Church Personnel making the exception as soon as possible.

1. All Church Personnel who work with children or youth must agree to comply with the Bethlehem Lutheran Church **Guidelines for Appropriate Affection** (Appendix A).
2. No person will be allowed to volunteer to work with Children or Youth until the person has been known to the clergy and has become a member of the Congregation, or at the discretion of the Senior Pastor.
3. Programs for infants and children under five (5) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.
4. Church Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities specifically for children or youth.

5. Parents or guardians must complete written permission forms before Church Personnel transport children and youth for a church sponsored activity or for any purpose on more than an occasional basis.
6. Church Personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, gender identity, ability, culture or socio-economic status. Church Personnel will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.
7. One-to-one counseling with children or youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
8. Church Personnel are prohibited from dating or becoming romantically involved with a child or youth.
9. Church Personnel are prohibited from having sexual contact with a child or youth.
10. Church Personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing etc.) on church property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.
11. Church Personnel are prohibited from using the Internet to view or download any sexually oriented materials on church property or in the presence of children or youth.
12. Church Personnel are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with children or youth.
13. Church Personnel are prohibited from sleeping in the same beds or sleeping bags, while in a tents, hotel rooms or other rooms with children or youth even if the adult is an immediate family member of all children or youth in the bed, sleeping bag, tent, hotel room or other room, per ELCA and Rocky Mountain Synod guidelines.
14. Church Personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
15. Church Personnel are prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others. If this happens, a Confidential Notice of Concern will be filed. (Appendix B)
16. Church Personnel are prohibited from using harsh language, profanity, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
17. Church Personnel are prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.

# Responding to Problems

## A. Reporting Inappropriate Behaviors or Policy Violations with Children or Youth

1. When Church Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the **Guidelines for Appropriate Affection**, or behaviors which may violate any provision of these **Policies for the Protection of Children and Youth from Abuse**, they must immediately report their observations. Examples of inappropriate behaviors or policy violations would be seeking private time with children or youth, taking children or youth on overnight trips without other adults, swearing or making suggestive comments to children or youth, or selecting or using staff or volunteers without the required screening.
2. Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported in the following ways, in order, as deemed necessary by Senior Pastor and/or Council President or Council Vice-President.
  - a. A telephone call or meeting with the immediate supervisor of the person
  - b. A telephone call or meeting with the Senior Pastor
  - c. A telephone call or meeting with a Council President if the person is the Senior Pastor
  - d. A telephone call, meeting or written correspondence to the Bishop of the Rocky Mountain Synod
  - e. Submission of a **Notice of Concern** (Appendix B), signed or unsigned, to the Bishop of the Rocky Mountain Synod
3. All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

## B. Reporting Suspected Abuse of Children or Youth

1. All staff and regular volunteers working with children or youth are required by this policy to report known or suspected abuse of children or youth to the appropriate state authorities.
2. Failure to report suspected abuse of children or youth may be a crime. Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, "in good faith" means that the person submitting the report believes what he or she is reporting to be true.
3. In addition to reporting to the state authorities, Church Personnel are required to report any suspected or known abuse of children or youth that may have been perpetrated by Church Personnel directly to the Senior Pastor of Bethlehem Lutheran Church so that immediate and proper steps may be taken to ensure the safety of alleged victims.
4. Reports of suspected or known abuse that involve Church Personnel may be reported to the Rocky Mountain Synod in the following ways:
  - a. A telephone call, meeting or written correspondence to the Bishop
  - b. A telephone call or meeting with the Senior Pastor, if the Senior Pastor is not the person of concern
  - c. Submission of a **Notice of Concern** (Appendix B), signed or unsigned, to the Bishop
5. The Rocky Mountain Synod and Bethlehem Lutheran Church will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by the Rocky Mountain Synod of the ELCA.

# APPENDIX A

## Guidelines for Appropriate Affection

The Rocky Mountain Synod and Bethlehem Lutheran Church are committed to creating and promoting a positive, nurturing environment for our children's and youth ministries that protect our children and youth from abuse and also protect our Church Personnel from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate, otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Church Personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all Church Personnel working around or with children or youth.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection yet maintain positive and safe boundaries. Some POSITIVE and APPROPRIATE forms of affection include:
  - Brief hugs
  - Pats on the shoulder or back
  - Handshakes
  - "High-fives"
  - Verbal praise
  - Touching hands, faces, shoulders and arms of children or youth
  - Arms around shoulders
  - Holding hands while walking with small children
  - Sitting beside small children
  - Kneeling or bending down for hugs with small children
  - Holding hands during prayer
  - Pats on the head when culturally appropriate (for example, this gesture should typically be avoided in some Asian communities).
2. The following forms of affection are considered INAPPROPRIATE with children and youth in ministry setting because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, forms of sexual abuse:
  - Inappropriate or lengthy embraces
  - Kisses on the mouth
  - Holding children over three years old on the lap
  - Touching bottoms, chests or genital areas (other than for appropriate diapering or toileting of infants and toddlers)
  - Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms
  - Occupying a bed with a child or youth
  - Touching knees or legs of children or youth
  - Wrestling with children or youth
  - Tickling children or youth
  - Piggyback rides
  - Any type of massage given by a child or youth to an adult
  - Any type of massage given by an adult to a child or youth
  - Any form of unwanted affection
  - Comments or compliments (spoken, written, or electronic) that relate to physique or body development

- (for example, "You sure are developing," or "You look really hot in those jeans.")
- Snapping bras, giving wedgies, or similar touch of underwear whether or not it is covered by other clothing
- Private meals with individual children or youth in a non-public place

# APPENDIX B

## Confidential Notice of Concern

Individual(s) of Concern:

Date of occurrence:

Time of occurrence:

Type of Concern (check all that apply):

Inappropriate behavior with a child or youth

Policy violation with a child or youth

Possible risk of abuse

Other concern:

1. Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified? *Attach additional pages if needed.*
2. Has this situation ever occurred previously? *Attach additional pages if needed.*
3. What action was taken? How was the situation handled, who was involved, who was questioned, were police and/or Child Protection/Social Services called? If so, what was the date and means of report and name of person contacted? *Attach additional pages if needed.*
4. What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation? *Attach additional pages if needed.*

Submitted by (Please print): \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Reviewed by: \_\_\_\_\_

Upon completion, please submit to Senior Pastor and/or Council President or Council Vice-President.

# APPENDIX C

## APPLICATION to work with children or youth of Bethlehem Lutheran Church

**APPLICANTS to be a key holder for the facility, grounds, or digital property of Bethlehem Lutheran Church *and not work with youth* should fill out APPENDIX D.**

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

**Personal Information** (Please print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

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

Are you a member of this church? Yes No (circle one)  
(BLC insurance will not protect nonmembers in the event of litigation.)

If No, please indicate:

How long you have been attending BLC?: \_\_\_\_\_ years/months (approx.)

Name & address of church where you are a member:

List position(s) in which you wish to serve (e.g. Sunday School Teacher):

The date you are available to begin service:

Please provide **two personal references within BLC** who are well acquainted with you and **one non-BLC reference**. Do not list relatives. Please include complete addresses and telephone numbers where they may be reached.

1.

2.

3.

## **Volunteer Statement (*Read Carefully*)**

*Read and initial each item to signify your agreement.*

\_\_\_\_\_ I give permission to any references, person or organization, whether identified in this application or not, to give BLC any information (including opinions) regarding my character and fitness for volunteer service.

\_\_\_\_\_ I release any individuals, church, reference, or any other person or organization, including record keepers, both collectively and individually, and whether or not identified in this application, from any liability for damages of whatever 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, excepting only the communication of knowingly false information.

\_\_\_\_\_ I understand that I may consult with an attorney before signing this document. A facsimile or photocopy of this authorization shall be as valid as the original.

\_\_\_\_\_ I understand that a criminal records check will be conducted on me, and I consent to any such check.

\_\_\_\_\_ I waive any right I may have to inspect any information provided about me by any person or organization described above.

\_\_\_\_\_ Should my application be accepted, I agree to be bound by the Bylaws and Policies of BLC in the performance of my services on behalf of the church.

\_\_\_\_\_ I have received and read a copy of the Safe Haven Policy of Bethlehem Lutheran Church and agree to abide by the policies and practices contained therein.

\_\_\_\_\_ I understand that a sexual relationship with a minor can lead to a felony conviction and imprisonment.

I also know that the church insurance policy may not provide legal defense in a sexual misconduct charge or pay any portion of a jury verdict assessed against me on account of such conduct. I state that I have carefully read the foregoing 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 recognize that Bethlehem Lutheran Church (BLC) is relying on the accuracy of the information I provide on this application form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

Date:

Signature:

## **Code of Conduct for the Protection of Children and Youth**

*Read and initial each item to signify your agreement to comply with the statement.*

I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.

I agree to not physically, sexually or emotionally abuse or neglect a child or youth.

I agree to comply with the policies for **General Conduct for the Protection of Children and Youth** as defined in this **Safe Haven Policy**.

I agree to comply with the **Guidelines for Appropriate Affection** with children and youth.

In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations.

I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with this **Safe Haven Policy**.

I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

### **Acknowledgment, Release and Signature**

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen. I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize Bethlehem Lutheran Church to request and receive such information.

If hired or selected, I agree to be bound by Bethlehem Lutheran Church's policies and procedures, including but not limited to its **Safe Haven Policy** and **Code of Conduct for the Protection of Children and Youth**. I understand that these may be changed, withdrawn, added to or interpreted at any time at Bethlehem Lutheran Church's sole discretion and without prior notice to me. I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of Bethlehem Lutheran Church or myself.

Nothing contained in this application or in any pre-employment or pre-volunteer communication is intended to or creates a contract between myself and Bethlehem Lutheran Church for employment, volunteering, or the provision of any benefit.

**I have read and understand the above provisions.**

Date:

Signature:

Print Name:

## General Conduct for the Protection of Children and Youth

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 children, youth, seniors, and the developmentally disabled and the volunteers who participate in church sponsored activities.

1. Anyone who has been convicted of either child sexual or physical abuse should not volunteer service in any church sponsored activity or program for children or youth.
2. Survivors of childhood sexual or physical abuse need the love and acceptance of this church family. Individuals who have such a history should discuss their desire to work with children or youth with Senior Pastor or Council President or Council Vice-President prior to engaging in any volunteer service.
3. Volunteers should observe the adult:child required ratios as previously stated.
4. Adult volunteers should immediately report any behaviors that seem abusive or inappropriate to their supervisor.

### **Please answer each question. Your response will be kept fully confidential.**

As a church volunteer, do you agree to the above church policies regarding working with youth or children? Yes No (circle one)

*You may prefer to answer the following question in confidence with one of our professional staff rather than answering it on this form. The purpose of this question is to help you be aware of your own history and to help our pastoral staff in supporting you so that you are able to work with children and youth who may have trauma/abuse in their life, while still promoting your best health. If you answer "yes" or leave this question blank, our pastor will follow up with you. Answering "yes" (or leaving the following question unanswered), will not automatically disqualify you as an applicant for work with children or youth.*

Do you have a personal trauma history including any form of abuse? Yes No (circle one)

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

Date:

Signature:

Print Name:

## APPENDIX D

**APPLICATION to be a key holder for the facility, grounds, or digital property of Bethlehem Lutheran Church or to work on the Financial team.**

**(APPLICANTS to work with children or youth of Bethlehem Lutheran Church should fill out Appendix C.)**

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

**Personal Information** (Please print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

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

Are you a member of this church? Yes No (circle one)  
(BLC insurance will not protect nonmembers in the event of litigation.)

If No, please indicate:

How long you have been attending BLC?: \_\_\_\_\_ years/months (approx.)

Name & address of church where you are a member:

List position(s) in which you wish to serve (e.g. Sunday School Teacher):

The date you are available to begin service:

Please provide **two personal references within BLC** who are well acquainted with you and **one non-BLC reference**. Do not list relatives. Please include complete addresses and telephone numbers where they may be reached.

1.

2.

3.

## **Volunteer Statement (*Read Carefully*)**

*Read and initial each item to signify your agreement.*

\_\_\_\_\_ I give permission to any references, person or organization, whether identified in this application or not, to give BLC any information (including opinions) regarding my character and fitness for volunteer service.

\_\_\_\_\_ I release any individuals, church, reference, or any other person or organization, including record keepers, both collectively and individually, and whether or not identified in this application, from any liability for damages of whatever 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, excepting only the communication of knowingly false information.

\_\_\_\_\_ I understand that I may consult with an attorney before signing this document. A facsimile or photocopy of this authorization shall be as valid as the original.

\_\_\_\_\_ I understand that a criminal records check will be conducted on me, and I consent to any such check.

\_\_\_\_\_ I waive any right I may have to inspect any information provided about me by any person or organization described above.

\_\_\_\_\_ Should my application be accepted, I agree to be bound by the Bylaws and Policies of BLC in the performance of my services on behalf of the church.

\_\_\_\_\_ I have received and read a copy of this Safe Haven Policy of Bethlehem Lutheran Church and agree to abide by the policies and practices contained therein.

\_\_\_\_\_ I understand that a sexual relationship with a minor can lead to a felony conviction and imprisonment.

I also know that the church insurance policy may not provide legal defense in a sexual misconduct charge or pay any portion of a jury verdict assessed against me on account of such conduct. I state that I have carefully read the foregoing 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 recognize that Bethlehem Lutheran Church (BLC) is relying on the accuracy of the information I provide on this application form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

Date:

Signature: