

# **EAGLE RIVER CHURCH OF THE NAZARENE**

## **MINISTRY OF CHILDREN AND YOUTH<sup>1</sup>**

PO Box 770769  
Eagle River, Alaska 99577  
907-694-9423  
Pastor Michael Yost

### **GENERAL POLICY AND PROCEDURES**

#### **PURPOSE**

The purpose of this policy is to:

1. assure the safety of children, youth and the elderly while under the care and protection of church personnel during activities and programs;
2. assure the safety of children, youth and the elderly teachers, workers, helpers and other responsible persons; and
3. limit legal risk and liability to Eagle River Church of the Nazarene due to alleged or actual child abuse.

#### **DEFINITIONS**

*Regular Attendee:* an individual who is present at weekly church services unless encumbered by occasional illness or travel obligations.

*Children/Youth Worker:* an individual who regularly works with children and youth in church sponsored activities and programs on a consistent weekly or rotation schedule.

*Occasional Children/Youth Worker:* an individual who works with children and youth in church sponsored activities and programs on an occasional or sporadic basis.

*Six-Month Rule:* no person may work with children and youth until he/she has attended Eagle River Church of the Nazarene for at least six consecutive months.

*Supervision Rule:* all children, youth and the elderly workers will be supervised. Generally supervision is done by two adult workers or one adult and one teen worker present at all times with one or more children during a church sponsored activity or program, these workers will generally be people who have successfully passed the application and background check process. The purpose of this rule is to reduce the risk of child abuse in any form and avoid improper or false allegations.

#### **POLICIES**

##### **1. QUALIFICATIONS OF WORKERS**

All Children/Youth Worker Applicants, including Sunday School Superintendent and NYI President must successfully pass a criminal background check before being allowed to assume duties.

All prospective children/youth leaders and workers must be professing Christians who are regular attendees at the Eagle River Church of the Nazarene for at least six months before working with minors. The exception to this waiting period may be anyone in good standing who has transferred to Eagle River Church of the Nazarene from another local Nazarene Church.

#### **REQUIREMENTS**

Any individual wishing to be an occasional or regular children/youth worker must have successfully completed:

1. Six months of regular church attendance;
2. a *Ministry of Children and Youth Application*;
3. a face-to-face interview with the Pastor and or designated church leader;

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<sup>1</sup> Approve by Board Action 12-10-2007

4. a criminal background check; and
5. must have read and signed a copy of this policy acknowledging acceptance and understanding of the stipulations contained herein.

### **APPLICATION PROCESS**

*(The application process may begin during the six-month waiting period. For those who have attended longer than six months, applications will be accepted at anytime.)*

1. Candidate obtains *Ministry of Children and Youth Application* from church foyer or church secretary.
2. Candidate returns completed application to a designated place in the Church office.
3. Pastor and Sunday School Superintendent review application, schedules, and conducts a face-to-face interview with applicant.
4. Pastor calls character references and records results on designated form.
5. Pastor or designee orders background check if the Pastor and Sunday School Superintendent agree to enlist the applicant's services;
6. Pastor and Sunday School Superintendent follow up with candidate with any further questions or concerns.
7. Pastor communicates the final decision as agreed upon with the Sunday School Superintendent to the applicant upon completion of the above process.

### **PROCEDURES**

The criminal background check will be completed as part of the application process at the church's expense.

Safe Churches will be contacted to perform the criminal background checks at a current cost of \$8 per search.

The six-month rule will apply to all new Children/Youth/Elderly Workers following the effective date of this policy.

Background checks will be repeated every five years for active Children/Youth Workers.

All personnel files, including completed application and forms, correspondence and interview notes, and all other related documents, will be kept in a locked cabinet in a secure area, accessible only to the Pastor and designated leaders.

## **2.SUPERVISION POLICY**

The supervision rule will apply to all church sponsored children and youth activities, programs, and events. **Activities, events, and programs will be cancelled due to inability to comply with this rule.**

### **PROCEDURES**

The Chairperson or designated leader of a given church-sponsored activity, program, or event will be charged with assessing applicable child/youth safety issues.

The Pastor or a designated church leader will maintain a record of contacts showing references and prior churches attended.

Any individual who reviews and/or screens the applications must sign a Statement of Confidentiality (see supplemental).

If any issues of concern are found in the application process, they will be referred to the Pastor for further direction.

## **3. CHILD ABUSE REPORTING POLICY**

It is our intent to follow state regulations in the reporting of child abuse. Any parental complaints about suspected or alleged mistreatment/abuse of any kind are to be reported immediately to the Pastor. All suspected forms of abuse will be communicated **only** to the Pastor. **DO NOT** discuss the situation with anyone else.

In cases where reporting is deemed necessary, the Pastor from Eagle River Church of the Nazarene will work closely with the family and appropriate state agencies. Our desire is to protect the children and support the family.

Any suspected or alleged child abuse by leaders/workers will result in temporary or permanent removal from ministry, pending the outcome of an investigation. This would be done to protect both the child and the leader/volunteer.



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Please list your hobbies/interests: \_\_\_\_\_

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**Please list other churches you have attended in the past five years:**

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Name of Church	Phone	Contact Person
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Name of Church	Phone	Contact Person
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Name of Church	Phone	Contact Person
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**References:**

**LIST THREE PEOPLE (NOT FAMILY MEMBERS) WHO CAN SPEAK TO YOUR MINISTRY EXPERIENCE AND SPIRITUAL CHARACTER.**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

*For legal reasons we need to ask you the following questions. A positive answer to any question may not be an immediate disqualification from ministry.*

**Have you ...**

had your driver's license suspended or revoked for any reason? If so please explain. \_\_\_yes \_\_\_no

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had any stressful experiences in the last five years such as the death of a child or family member, divorce, loss of job, etc? \_\_\_\_\_yes \_\_\_\_\_no If yes, please explain.

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been charged or convicted of a crime involving child abuse, domestic violence, child pornography or attempted sexual molestation of a minor? \_\_\_\_\_ yes \_\_\_\_\_ no If yes, please explain.

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ever been convicted of any crime? \_\_\_\_\_ yes \_\_\_\_\_ no If yes, please explain.

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*If you wish to speak with the pastor for clarification before answering any other question on the application, please make an appointment.*

Do you have any physical handicaps or medical conditions preventing you from performing certain types of activities relating to children or youth? \_\_\_\_\_Yes \_\_\_\_\_No

Please explain: \_\_\_\_\_  
\_\_\_\_\_

### **APPLICANT'S STATEMENT**

The information contained is correct to the best of my knowledge. I authorize any references, churches, or organizations listed in this application to give you information they may have regarding my character and fitness for children/youth work. I release all such references from my liability for any damage that may result from furnishing such evaluations to Eagle River Church of the Nazarene. I understand a criminal background check will be submitted. I release Eagle River Church of the Nazarene from all liability and damages that may occur from the results of this information. I understand that personal information will be help confidential by the professional church staff and shared only when legally or ethically necessary.

Should my application be accepted, I agree to teach within the church doctrinal statement, to follow the church policies and procedures and to refrain from unscriptural conduct.

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

## RECORDS REQUEST AUTHORIZATION FORM

### APPLICANT'S STATEMENT

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**Print your Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City: State: Zip:** \_\_\_\_\_

*The following is for identification purposes only to perform the background check:*

**Date of Birth (MM/DD/YYYY):** \_\_\_\_\_

**Other or Former Names:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

## CHARACTER REFERENCE QUESTIONNAIRE

### FRIEND/RELATIVE

1. How long have you known (name)?

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2. Can you describe (name)'s social interaction with his or her fellow peers?

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3. Are there any anger issues that you are aware of?

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4. Are you aware of any volunteer work or other activities with children that (name) is involved in?

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5. Can you rely on (name) for help and support in a time of need?

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6. What is (name)'s attitude with those in a position of authority? Do they have a spirit of submission or rebellion?

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7. Are you aware of any criminal offenses that may have occurred?

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8. (Name) is volunteering to work with children/youth. Do you have any further comments that may be useful to determine if he or she is qualified?

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9. Please list two strengths and two weaknesses (name) has in working with children/youth (Please be specific.).

Strengths:

1. \_\_\_\_\_

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

Weaknesses:

1. \_\_\_\_\_

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

10. Finally, would you entrust (name) with the care of your children/youth?

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

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

## PERSONAL INTERVIEW QUESTIONNAIRE

1. What were circumstances that brought you to Eagle River Church of the Nazarene?

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2 Can you give me an example of leading someone to the Lord?

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3. Tell me about any previous volunteer work you have done.

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4. Are there any experiences from your past that would have a negative effect on your working with children? (examples: divorce, death of a child, physical/sexual/emotional abuse)

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5. If you had a child/teen who was disruptive or unruly, how would you deal with him/her? **Ask this question only if you have a clear written policy to follow.**

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6. Do you have any questions or concerns regarding the church, pastors, membership, or our policies and procedures?

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## **Statement of Confidentiality**

All information contained in the Ministry of Children and Youth Application process is considered highly sensitive and extremely confidential. Anyone involved in the screening process of this application process is responsible for maintaining that confidentiality. By signing your name at the bottom of this form, you have taken an oath not to reveal any information you have acquired during the screening process to anyone unless legally or ethically necessary.

If you believe that you are able to maintain this confidentiality, please sign below.

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**Printed Name**

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**Signature**

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**Date**