

CITY CHAPEL  
SAFE CHURCH POLICIES

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## **I. INTRODUCTION**

A. Statement of Purpose: The primary purpose of the Safe Church Policy of City Chapel is to create an environment that nurtures the physical, emotional, and spiritual wellbeing of all children, youth, and vulnerable adults involved in church programs or functions. A second but equally important purpose is to provide accountability and protection for all persons who have contact with children, youth, and vulnerable adults.

B. Responsibility for Implementation Under the direction of the Teaching and Discipleship Pastor, Mission Executive Pastor, Liturgical Arts Director, and the Sending Oversight committee of City Chapel, (Appendix A, p. 12) will:

1. Coordinate and implement this policy, including performing criminal background checks (Appendix B, p. 13-15).
2. Conduct training sessions at the beginning of each church program year, and at other times as needed.
3. Evaluate the policy by May 31st of each year and update it as needed. All policy changes will be approved by the Oversight Team, and City Chapel Leadership Team.
4. Maintain a current file of signed forms, including the following:
  - a. Children and Youth Worker Application Form (Appendix B, p.13-15)
  - b. Criminal Background Check Authorization Form (Appendix B, p. 15)
  - c. Children and Youth Worker Renewal Form (Appendix C, p. 16)
  - d. Participation and Release Form (Appendix D, p. 17)
  - e. Accident or Incident Report (Appendix E, p.18)

## **II. PROCESS AND EXPECTATIONS FOR VOLUNTEERS AND EMPLOYEES**

A. Each prospective volunteer and employee must complete the Children and Youth Worker Application Form (Appendix B, p. 13-15) and submit it to a Policy Administrator (Appendix A, p. 12). This application is to be completed by all applicants for any volunteer positions that could have access to children, youth, or vulnerable adults. An interview may also be conducted.

B. Any individual who wishes to volunteer but has not been a part of the worshipping community for more than 6 months will give a Policy Administrator (Appendix A, p. 12) the name of their most recent pastor, teacher, or counselor who knows the person well. The Policy Administrator will contact that reference and request a written recommendation on the volunteer. In addition, a Policy Administrator will contact at least one other listed reference when processing each prospective volunteer's initial application.

C. A criminal background check must be completed on every volunteer who could have access to children, youth, or vulnerable adults.

D. All volunteers and employees must attend a yearly training session on the Safe Church Policy of City Chapel. Training sessions will be held at the beginning of each church program year and thereafter as needed.

E. A Children and Youth Worker Renewal Form (Appendix C, p. 16) will be completed annually and submitted to a Policy Administrator.

F. No person with a felony conviction or child abuse conviction may serve in ministry to children, youth, or vulnerable adults. A person determined by a Policy Administrator to be a threat will be prohibited from working in ministry involving these populations at City Chapel.

### **III. GUIDELINES REGARDING ILLNESS AND DISEASE**

A. Parents should not bring a child with a contagious disease (including the common cold) to any children's program or event at City Chapel. A child with a contagious disease will not be allowed to participate in any children's program at City Chapel until all symptoms are gone. In the instance of COVID 19, participants must present notification of a negative COVID test.

Contagious diseases include, but are not limited to, the following:

*Chicken pox, Strep throat, Ringworm, Mumps, Influenza, COVID -19, Head lice, Common cold, Scarlet fever, Pink eye (conjunctivitis), Measles, Impetigo B.*

If a child shows symptoms of a contagious disease (except a common cold or influenza) after having attended a children's program at City Chapel, a parent of the child should notify the program leader, who will then notify the parents of the other children present at the same session as the sick child.

C. Supervising adults and youth aides who experience symptoms of illness should immediately report this to the Children's Ministry Directors who shall select another screened individual to serve as a substitute for the remainder of the time period.

### **IV. GUIDELINES REGARDING INJURIES AND INFECTION CONTROL**

D. First-Aid kit is available in the kitchen.

E. Washed hands should always be used when treating wounds involving blood or other body fluids. Apply direct pressure to the wound with clean material or the gauze provided in the First-Aid kit. After the wound is cleaned and bandaged, place all materials containing blood or other fluids in a sealable plastic bag from the First Aid Kit and give it to the custodian. If blood saturates carpets or furniture, inform someone with a lanyard on as soon as possible to ensure proper clean-up. In the meantime, the affected area should be posted as off limits.

F. Volunteers in programs serving children, youth, and vulnerable adults, are encouraged to become certified in cardiopulmonary resuscitation (CPR). The City Chapel can connect you with CPR training in the local Grand Rapids Area. Posters reviewing CPR and choking management are posted in the nursery booklet. All persons assisting in children's programs should take time to review them.

G. Injuries or illness should be immediately reported to a child's parents. For Injuries, an Accident or Incident Report (Appendix E, p. 18) should be completed and given to a Policy Administrator (Appendix A, p. 12).

H. It is the responsibility of the program leader to take a First Aid kit on any outing away from the church building.

I. Protective gloves are not considered to be a substitute for hand-washing. All staff and volunteers should thoroughly wash their hands before and after the following activities: *preparing to begin their responsibilities; diaper changing; personal wash room use; assisting a child with toileting; touching any food item; exposure to body fluids (including tears, runny nose, saliva, pus, blood, etc.); and at the conclusion of responsibilities.*

**V. GUIDELINES REGARDING SEVERE WEATHER AND FIRE**

**A. SEVERE WEATHER:** If the Grand Rapids Public Schools or the Grand Rapids Christian Schools cancel due to weather conditions, all church activities for that day will also be cancelled. If the watches or warnings listed in the next paragraph (considered to be life threatening in nature), are in effect for the time of a meeting or event, including one hour before or after, the meeting or event will be cancelled. When appropriate, responsible staff will report these cancellations to the local media 90 minutes prior to the scheduled start time. This policy applies to the following watches or warnings: *Tornado Warning, Severe Thunder Storm, Tornado Watch, Heavy Snow Warning, Winter Storm Warning, Blizzard Warning, Wind Chill Warning, and Lake Effect Snow Warning.*

**B. SUNDAY WORSHIP SERVICE POLICY:** The decision to cancel services will be made by the Teaching and Discipleship Pastor of City Chapel. If possible, they will report this to the local media for broadcasting 90 minutes prior to the service start time. Also, an email will be sent to congregation members as soon as a decision is made.

**C. TORNADO:** If a Tornado Watch or Warning is announced during a service or meeting, the event will be terminated. If a Tornado Warning is announced during an event, all participants will seek safety in the cafe area until the "All Clear." In the event of uncertain weather during a worship service, a City Chapel volunteer will monitor weather reports and notify the pastor if a tornado watch or warning is issued.

1. In case of a tornado watch (conditions are favorable) during a program: If the weather advisory is in effect less than one hour before a scheduled activity, the activity will be cancelled, and leaders of the activity are to take reasonable steps to assure safety of all parties already present and apprise arriving parties of the situation.

2. In case of a tornado warning (a tornado has been sighted) during a program:

- a. Leaders will move the children to the closest room with no windows or questionable infrastructure and remain with the children until the "All Clear" is announced.

- b. Parents and other adults in the building will move to the kitchen fellowship room or inside a room without windows until the "All Clear" is announced.

- c. After the "All Clear" is given, children will be released to a parent or guardian.

**D. FIRE:** In case of fire:

1. After counting the children in their charge, the leaders will lead them out of the room in single file, each child (younger only) holding the hand of the person in front of him or her. Any other adults present will bring up the rear. Exit should be made through the closest outside door unless that exit route is blocked by fire or smoke.

2. Children will be released to the custody of a parent or guardian as soon as possible; typical nursery dismissal policies will be followed in a timely manner
3. If conditions are deemed safe, a designated adult will check all rooms to verify that all persons have been evacuated. If an adult or child is located, he or she will be led to safety.

## **VI. GUIDELINES PERTAINING TO CRITERIA FOR SAFE SUPERVISION**

These guidelines are designed to protect children, youth, and vulnerable adults from harm, and protect persons involved in the ministry of City Chapel who may be falsely accused. If any child abuse is suspected (physical, emotional, or sexual), volunteers should refer to “Responding to the Child” in Appendix G (p. 21) and “Reporting Suspected or Alleged Abuse” in Section XI (p. 10).

All information will be kept confidential to the extent that it is legally possible to do. Please refer to Section X (p. 9) for important information about confidentiality.

A. Policy-training sessions will be held at the beginning of each church program year. If necessary, additional training sessions will be held at other times during the year.

B. At all church-sponsored functions involving the supervision of children, youth, or vulnerable adults, either the Two Adult Rule or the Rule of Three will be practiced.

1. The Two-Adult Rule: 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.

2. The Rule of Three: At least three individuals (at least one must be a screened adult and the remaining two no younger than 5 years of age) must be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults.

C. Prospective volunteers must be associated with the ministry of City Chapel for at least six months before supervising children, youth, or vulnerable adults. This requirement may be waived by a vote of the Oversight Team based upon reports from church members in good standing who have personal knowledge of the prospective volunteer.

## **VII. NURSERY GUIDELINES PERTAINING TO CHILD-ABUSE PREVENTION**

(A complete copy of Nursery Guidelines and Responsibilities are found in the nursery attendance book.) These nursery guidelines are designed to protect children from harm and to protect persons involved in nursery care from being falsely accused. If any child abuse or neglect is suspected (physical, emotional, spiritual or sexual), volunteers should refer to “Responding to the Child” in Appendix G (p. 21), and “Reporting Suspected or Alleged Abuse” in Section XI (p. 10). All information will be kept confidential to the extent that it is legally possible to do. Please refer to Section X (p. 9) for important information about confidentiality.

A. A nursery supervisor will be assigned to each shift. Only adults who are screened and have completed the Safe Church policy training sessions will be able to volunteer in the nursery. On a particular Sunday, the assigned adult Nursery volunteers will be unrelated.

B. No child should be left unattended in the nursery at any time.

C. Parents must sign in each child on the designated form when they arrive in the nursery. All children must be dropped off and picked up by the same legal guardian. The guardian will be given a name tag that they must return upon pick up. Special care instructions (including restroom assistance) must be noted on the name tag of each child. The name tag must be attached to each child and to each child’s diaper bag.

D. Diaper changing of infants and children must be in the presence of another adult volunteer. An adult supervisor should provide minimal assistance for a child who is able to use the bathroom. Only one child should use the bathroom at a time.

E. Accidents or illnesses must be reported immediately to the child’s parent/guardian. An Accident or Incident Report (Appendix E, p. 18) should be filled out in case of accident or injury, one copy for the child’s parents, one for the Nursery Director (Appendix A, p. 12), and one copy for the Director of Administration (Appendix A, p. 12). Reports are in the back of this binder and in the Nursery notebook.

F. Children in infant or toddler nurseries are to be picked up only by the legal guardian who dropped off the child. Children will not be released without the appropriate indication of the signed nametag slip.

## **VIII. SUPERVISION GUIDELINES FOR CHILDREN'S WORSHIP AND CHURCH SCHOOL ON SUNDAYS (aka "City Kids")**

These guidelines are designed to protect children, youth, and vulnerable adults from harm and protect persons involved in the ministry of City Chapel who may be falsely accused. If any child abuse or neglect is suspected (physical, emotional, or sexual), volunteers should refer to "Responding to the Child" in Appendix G, (p. 21), and "Reporting Suspected or Alleged Abuse" in Section XI, (10). All information will be kept confidential to the extent that it is legally possible to do. Please refer to Section X, (p. 9) for important information about confidentiality.

A. A premises monitor will be assigned to randomly observe classrooms where the Rule of Three is practiced.

Definition of Rule of Three: At least three individuals (at least one must be a screened adult and the remaining two no younger than 5 years of age) must be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults.

B. Bathroom procedure: Children who need assistance should be taken to a bathroom where the bathroom door. If possible, volunteers the same sex as the child shall assist in bathroom use. Parents are to indicate their preference if other direction is required.

B. Children are required to be checked in and picked up by the same parental figure. Parents will fill out two name tags - one for the appropriate children with their cell phone number in case of emergency. The other, with their information, that they will return upon picking up the child.

C. During the worship service time, the children ministry area will be closed off. Anyone looking to participate in worship who is late to service will be asked to use alternative entrance doors.

D. Snacks will be provided. Snacks brought in by parents and children are required to be peanut free. Any child with a food allergy must have indication on their nametag.



Please Note: Sections X, XI and XII pertain to responding to any allegations of abuse or neglect that occur within City Chapel or involve staff or volunteers from the congregation. Copies of relevant Michigan child welfare laws can be accessed online for reference purposes in situations involving reporting requirements and Child Protective Services (CPS) investigations.

## **X. CONFIDENTIALITY**

The abuse and neglect of children, whether alleged or proven, is very sensitive and can have a devastating impact on an alleged perpetrator, alleged victim, and any reporter of alleged abuse. The following measures are implemented to protect the privacy of all parties and to ensure that information about any alleged act is limited to essential persons:

A. Need-to-Know: Those positions in the need-to-know category include the following: Teaching and Discipleship Pastor; Mission Executive Pastor; Director of Children’s Ministry; A member of the Oversight Committee ; the appropriate, appointed Pastoral Care person for the alleged victim and alleged perpetrator, respectively; a member or members of the Child Safety Team serving in an official liaison role with CPS (see section XI.E, p. 10).

B. Knowledge regarding the names and information in any abuse allegations shall be limited to the positions listed in preceding paragraph on this page – A. Need to Know. Any request to release names of any involved party must be first cleared by the congregation’s legal counsel.

C. Violations of confidentiality by any person listed in Section A (p. 9) will be brought to the Church Oversight Team to determine any disciplinary action.

D. Discussion by any committee or Council of the congregation shall be conducted without the actual names of involved persons being used. Instead, descriptions such as “reporter”, “alleged offender”, and “alleged victim” shall be used.

E. For reasons of confidentiality, a liaison between the legal authorities or Child Protective Services and the church staff/Council will be appointed. This liaison may be a member of the Child Safety Team at City Chapel.

F. Rumors regarding any situation involving allegations will not be responded to. Persons with questions regarding any situation will be sent to the appropriate Pastoral Care volunteer.

## **XI. REPORTING SUSPECTED OR ALLEGED ABUSE AND HARASSMENT**

### **Suspected or Alleged Abuse or Harassment of Minor or Vulnerable Adult:**

- A minor is defined as: Any person under the age of 18.
- A vulnerable adult is defined as: A condition in which an adult is unable to protect himself or herself from abuse, neglect, or exploitation because of a mental or physical impairment or advanced age.

A. Sexual, physical, emotional, or spiritual abuse allegations by a minor involved in a church program, whether in a church facility or elsewhere, will be taken seriously and be handled confidentially (see Section X, p. 9). Please refer to Appendix F (p. 20), "Indicators of a Child's Potential Need for Protection" for signs and symptoms of abuse and Appendix G (p. 21) on how to respond to a child's report of abuse.

B. A volunteer or staff member who has questions or concerns regarding possible child abuse should immediately contact a Policy Administrator, the Teaching and Discipleship Pastor, Leadership Team, or the Oversight Team (Appendix A, p. 12). Observations must be documented in writing. A Policy Administrator and / or the Teaching and Discipleship Pastor may consult with leadership at City Chapel (Appendix A, p. 12) in the process of determining next steps. If it is determined that calling Child Protective Services (CPS) or Adult Protective Services (APS) is the next step to be taken, the CPS and APS Hotline number is 855-444-3911. A church staff or volunteer may report alleged abuse to CPS or APS without permission from a church staff member or Oversight team members. After making such a report, the reporter may inform a church staff member of the report. Any person with reason to suspect that abuse may have occurred may consult with a Policy Administrator member before making a report to CPS or APS. CPS or APS may also be contacted for consultation in situations where advice on how to proceed is needed; this may be done anonymously.

C. Per the Social Welfare Act, certain persons are considered mandated reporters, and are required to report suspected child abuse or neglect. These persons include, but are not limited to, the following: physician; dentist; physician's assistant; registered dental hygienist; nurse; audiologist; psychologist; licensed professional counselor; licensed social worker; school administrator, counselor or teacher; member of the clergy; or regulated child care provider. It should be clear that City Chapel is not required to investigate allegations, only report them to CPS or APS. This policy also applies to allegations of abuse or neglect concerning staff or volunteers at City Chapel which may be reported by persons who are not part of City Chapel.

E. Only the Police or Child Protective Services/Adult Protective Services is authorized to notify the alleged offender of the allegations against him or her.

F. While spiritual abuse would not be reported to CPS/APS, City Chapel takes allegations of spiritual abuse seriously. Any volunteer or staff member who has questions or concerns regarding possible

spiritual abuse should follow the same protocol outlined in section B, however next steps would not include contacting CPS or APS.

F. Involved church staff or volunteers are required to document in writing, using an Incident Or Accident Report Form (Appendix E, p. 18), their observations and/or actions, including any follow-up actions they take. This documentation will be kept in a confidential, locked location that is not accessible to any person except a Policy Administrator.

**Suspected or Alleged Abuse or Harassment of Adult:**

- Any member or visitor of City Chapel that does that does not fall into the previous two categories

A. Sexual, physical, emotional, or spiritual abuse allegations by an adult involved in a church program, whether in a church facility or elsewhere, will be taken seriously and be handled confidentially (see Section X, p. 9).

B. A volunteer or staff member who has questions or concerns regarding possible abuse or harassment of an adult should immediately contact a Policy Administrator, the Teaching and Discipleship Pastor, leadership team, or the Oversight Team (Appendix A, p. 12). Observations must be documented in writing. A Policy Administrator and / or the Teaching and Discipleship Pastor may consult with leadership at City Chapel (Appendix A, p. 12) in the process of determining next steps. The alleged victim must be in consultation during the process of determining next steps when considering legal action.

E. Involved church staff or volunteers are required to document in writing, using an Incident Or Accident Report Form (Appendix E, p. 18), their observations and/or actions, including any follow-up actions they take. This documentation will be kept in a confidential, locked location that is not accessible to any person except a Policy Administrator.

**XII. RESPONSE TO ALLEGATIONS**

A. City Chapel seeks to ensure that the alleged victim and alleged offender both receive appropriate pastoral care separately, whether provided by appropriate persons from within the congregation, or from resources from other congregations or in the community. Because of the high level of sensitivity and potential conflicts of interest, pastoral care from within the congregation may not be appropriate. When knowledge of an allegation becomes known to City Chapel staff, a member of the pastoral staff, in coordination with the appropriate Pastoral Care team, will determine how best to offer pastoral care to the affected persons and their families. This includes providing assistance, as requested by the person or family, in locating pastoral care resources outside of City Chapel. Pastoral care for the alleged offender will be offered only after it has been determined that he or she has been notified of any allegations by legal authorities.

B. After being informed of any reported allegation, it is the responsibility of the Teaching and Discipleship Pastor, in consultation with the Policy Administrator (Appendix A, p. 12), to determine

when to contact the congregation's legal counsel or the congregation's liability insurance carrier. This may be done before or after the investigation by CPS has been completed, at the discretion of the Teaching and Discipleship Pastor or policy Administrator.

C. A staff member suspected of abuse against a minor or adult placed on administrative leave from his or her position, with or without pay, until the conclusion of the investigation. The leadership team will commit to gathering and the default posture will be administrative leave with pay; this will be reassessed by the leadership team within 20 -24 hours. The appropriate following Sunday will include the leadership coordinating communication to the congregation no longer than 2 weeks. Similarly, a volunteer suspected of abuse against a minor or vulnerable adult, may be suspended from his or her position and any other responsibilities involving children until completion of the investigation. Such action also will be taken if the persons are the subject of allegations of abuse in settings outside of City Chapel.

D. If a staff member confesses to abusive acts, or is the subject of an "indicated" report by CPS or Police, he or she will be subject to dismissal in accordance with the congregation's Employee Handbook. If a volunteer admits guilt to abusive actions, or is the subject of an "indicated" report by CPS or Police, he or she will be immediately removed from his or her responsibilities or office and will not be considered for reentry or re-instatement.

E. If the media and/or the larger community have knowledge of any incident, one person will be appointed by the Oversight Team(Appendix A, p. 12), to act as official church spokesperson for the purposes of preparing a public statement with accurate but limited information, and serving as the official contact for media. Church legal counsel may be consulted in preparing the statement. The Safe Church Ministry Director for the Christian Reformed Church of North America (CRCNA) (Appendix A, p. 12) may also be consulted on the best way to convey this information to the congregation and the larger community.

F. If a current or former member of City Chapel, who is now an adult, brings allegations of abuse against a current or former City Chapel leader (deacon, elder, pastor, youth leader, etc.), the Great Lakes classis should be contacted. The current representatives from City Chapel are listed in Appendix A on page 12.

G. In response to a credible allegation of abuse or harassment City Chapel will attain a 3rd party investigation of the allegation and this will be provided to the City Chapel Leadership Team. This will be implemented so that in any case of alleged abuse or harassment, City Chapel may respond to the allegation appropriately regardless of the decisions made by CPS, APS, or the police if they are involved. The congregation will be notified of the 3rd party investigation and results in a timely manner.

**APPENDIX A:**

IMPORTANT PHONE NUMBERS AND NAMES

CHILD PROTECTIVE SERVICES: 855-444-3911

SAFETY POLICY ADMINISTRATOR: Jim Benison, (616) 633-4995

SAFETY POLICY ASSISTANT ADMINISTRATOR:

CLASSIS: Great Lakes City Classis, Greg Brower, Office@glcclassis.org

OVERSIGHT TEAM REPRESENTATIVE: Michelle Zomer, michellezomer@gmail.com

DIRECTORS OF CHILDREN'S MINISTRY: Bruce and Colleen Bandy, (847) 989-6778, Ron Radcliffe

CRCNA SAFE CHURCH MINISTRY DIRECTOR: Bonnie Nicholas, (877) 279-9994 ext. 2735,  
bnicholas@crcna.org

INTERNET SAFETY RESOURCE: [www.protectyoungeyes.com](http://www.protectyoungeyes.com)

**APPENDIX B: CHILDREN & YOUTH WORKER APPLICATION FORM 2022/2023**

This application is to be completed by all adults who could have access to children, youth, or vulnerable adults. An interview may also be conducted.

Please list the ministry/ies you will be serving/volunteering:

General Information:

Date:

Full Name:

Address (City/ State/ Zip):

Home Phone:

Work Phone:

E-mail Address:

Date of Birth:

Do you regularly attend our worship services? Yes / No

If yes, when did you start attending? (Approx. date)

Ministry Information:

I have chosen to work in the ministries indicated above because...

Do you believe that Jesus Christ is your Savior and Lord, and are you committed to displaying the character of Jesus in your life? Yes / No

If you're not a professing believer you do commit to moral standing within this faith community in particular by demonstrating a commitment to serving the values and mission of City Chapel? Y / N

*References:* List 2 references whom you have known for at least 2 years, persons who are not related to you but who have specific knowledge of your character and ability to work with children, youth and vulnerable adults.

1. Reference:

Name:

Nature of association:

Length of time known:

Phone:

Email:

2. Other:

Name:

Nature of association:

Length of time known:

Phone:

Email:

*Personal Disclosure Information:*

Please circle appropriate response. 1. Have you ever been arrested, convicted, or plead guilty to a crime? Yes / No If yes, please explain:

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2. Has your driver's license been suspended or revoked within the last 12 months? Yes / No 3.

Is there any fact, circumstance, or pattern involving your background that would make it inappropriate for you to serve with minors or would compromise the integrity of the church? Yes / No If yes, please explain: \_\_\_\_\_

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4. Have you ever participated in, or been accused, convicted or pleaded guilty or no contest to abuse or any sexual misconduct? Yes / No

*Church History and Prior Ministry Involvement:*

Previous church work involving children, youth, or vulnerable adults (list church name, city, state, and type of work performed) if any:

Previous non-church work involving children, youth, or vulnerable (list each organization name, city, state, and type of work performed) if any:

*Applicant's Statement:*

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches, or organizations listed in this application to give you any information (including opinions) that they have regarding my character and fitness in my work where I could have access to children, youth, or vulnerable adults. I authorize the release of the information contained in this application to any individuals who make decisions about placing applicants in available positions. In consideration of the receipt and evaluation of this application by City Chapel, I hereby release City Chapel and 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





**APPENDIX C: CHILDREN & YOUTH WORKER RENEWAL FORM 2022/2023**

Volunteers and Employees

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ ZIP \_\_\_\_\_ Age: \_\_\_\_ 18 or  
younger \_\_\_\_ 19-25 \_\_\_\_ 26 to 45 \_\_\_\_ 46 or older

Which area(s) of this ministry are you currently involved? \_\_\_\_\_  
\_\_\_\_\_

What other areas of this ministry, if any, do you plan to become involved?

\_\_\_\_\_ H

Have you at any time ever:

- Been arrested for any reason? \_\_\_\_ Yes \_\_\_\_ No
- Been convicted of, or pleaded guilty or no contest to, any crime? \_\_\_\_ Yes \_\_\_\_ No
- Engaged in, or been accused of, any child molestation, exploitation, or abuse?  
\_\_\_\_ Yes \_\_\_\_ No
- Having any traits or tendencies that could pose any threat to children, youth, or others? \_\_\_\_  
Yes \_\_\_\_ No
- Any reason why you should not work with children, youth, or others? \_\_\_\_ Yes \_\_\_\_ No If  
the answer to any of these questions is "yes," please explain in detail:

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

Verification and Release: I recognize that City Chapel is relying on the accuracy of the information I provide on the Worker Renewal Application form. Accordingly, I attest and affirm that the information I have provided is true and correct. I voluntarily release the organization and any such person or entity listed on this form from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background check if such a check is deemed necessary. I agree to abide by all policies and procedures of the organization and to protect the health and safety of the children, youth or vulnerable adults assigned to my care or supervision at all times.

Printed name: \_\_\_\_\_

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

**PLEASE RETURN this form to one of the Directors of the Children's Ministry or Pastor.  
Thank you!**

**APPENDIX D: PARTICIPATION & RELEASE FORM 2022/2023**

We (I) give permission for our (my) child(ren), \_\_\_\_\_, to participate in City Chapel children and youth ministry events during the months of \_\_\_\_\_. In addition, we (I) hereby agree to hold harmless the church or any person in its organization for the result of any negligent, willful, or intentional acts of our (my) child(ren) which requires repair and/or reimbursement of expenses. Further, authorization and permission are given to City Chapel to furnish the above participant with any necessary food, lodging, and transportation to, from, and during any event which may or may not include student-driven vehicles. While our (my) child is attending an event, we (I) understand and accept that City Chapel will provide supervision. Further, we (I), the parent(s) of said participant(s), hereby grant permission to the pastor, youth leader, or an adult volunteer acting on the child's behalf to authorize medical treatment, including but not limited to emergency surgery or medical treatment. In the event of sickness or injury to our (my) child(ren), we (I) assume responsibility for all medical bills, if any occur. Further, if it is necessary for our (my) child(ren) to return home due to medical reasons or disciplinary action, we (I) assume all transportation costs.

Signatures required:

Legal Guardian (Print):

Legal Guardian Signature:

Phone:

Date:

Print name of participant:

Hospital insurance? \_\_\_Yes \_\_\_No Insurance company \_\_\_\_\_  
Policy and Group Number \_\_\_\_\_ Physician \_\_\_\_\_  
Physician Phone Number \_\_\_\_\_ Emergency Phone Number \_\_\_\_\_  
\_\_\_\_\_ Name Relationship Phone #

PHOTO RELEASE FORM: I grant permission to City Chapel to use photos of my children in the following ways: City Chapel website, City Chapel Facebook page, PowerPoint presentations, and bulletin boards. \_\_\_\_\_

Parent/Guardian Signature:

Date:

**APPENDIX E: ACCIDENT OR INCIDENT REPORT**

Name of Person(s) Involved: \_\_\_\_\_  
\_\_\_\_\_

Address of Person(s) Involved:  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Name of Parent(s)/Guardian, if applicable: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Accident/Incident (i.e., how injured, others involved, type of injury, etc.):

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

Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report Submitted by: \_\_\_\_\_

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

Report Reviewed by Policy Administrator: \_\_\_\_\_

Please return this form to the Policy to be forwarded to:  
Brotherhood Mutual Insurance Company

## APPENDIX F: INDICATORS OF A CHILD’S POTENTIAL NEED FOR PROTECTION

Excerpts from Guidelines to Help Protect Abused and Neglected Children. Denver: American Humane Association, Children’s Division. 1990.

*NOTE: One sign or indicator alone does not necessarily mean the child is abused. But if several occur together or form a pattern, be alert to the possibility.*

Physical Abuse	<ul style="list-style-type: none"> <li>• unexplained bruises (in various stages of healing), welts, human bite marks, bald spots</li> <li>• unexplained burns, especially cigarette burns or immersion burns (glove-like)</li> <li>• unexplained fractures, lacerations, or abrasions</li> </ul>	<ul style="list-style-type: none"> <li>self-destructive • withdrawn and aggressive—behavioral extremes • uncomfortable with physical contact • arrives at school early or stays late as if afraid to be at home • chronic runaway (adolescents)</li> <li>• complains of soreness or moves uncomfortably • wears clothing inappropriate to weather to cover body</li> </ul>
Physical Neglect	<ul style="list-style-type: none"> <li>• abandonment • unattended medical needs • consistent lack of supervision • consistent hunger, inappropriate dress, poor hygiene • lice, distended stomach, emaciated</li> </ul>	<ul style="list-style-type: none"> <li>regularly displays fatigue or listlessness, falls asleep in class • steals food, begs from classmates • reports that no caretaker is at home • frequently absent or tardy • self-destructive • school dropout (adolescents)</li> </ul>
Sexual Abuse	<ul style="list-style-type: none"> <li>torn, stained, or bloody underclothing • pain or itching in genital area • difficulty walking or sitting • bruises or bleeding in external genitalia • venereal disease • frequent urinary or yeast infection</li> </ul>	<ul style="list-style-type: none"> <li>withdrawal, chronic depression • excessive seductiveness • role reversal, overly concerned for siblings • poor self-esteem, self-devaluation, lack of confidence • peer problems, lack of involvement • massive weight change • suicide attempts (especially adolescents) • hysteria, lack of emotional control • sudden school difficulties • inappropriate sex play or premature understanding of</li> </ul>

		sex • threatened by physical contact, closeness • promiscuity
Emotional Maltreatment	• speech disorders • delayed physical development • substance abuse • ulcers, asthma, severe allergies	• habit disorders (sucking, rocking) • antisocial, destructive • neurotic traits (sleep disorders, inhibition of play) • passive and aggressive—behavioral extremes • delinquent behavior (especially adolescents) • developmentally delayed.

## **APPENDIX G: RESPONDING TO THE CHILD**

*For informational purposes, the following set of guidelines pertains to information that a child may wish to disclose to an adult.*

1. If a child asks to talk with you at church, provide a room (with a window) in which to speak privately.
2. Listen carefully to what the child tells you and respond in a supportive, nonjudgmental manner. Disclosing abuse is a scary thing for children, and they need to know they are supported.
3. Do not appear frightened or disgusted by the child's story, since this may cause the child to stop talking or to believe you are upset with him or her.
4. Avoid asking leading questions. Examples of what you could say: "Can you tell me more?" "Is there anything you need to add?" Do not try to convince the child that the story isn't true or that it didn't happen the way he or she reports it did.
5. Do not attempt to assess the truthfulness of the child's disclosure—that will be for trained professionals to decide. Assure the child you believe him/her and that you care about him/her.
6. Tell the child that whatever happened was not his or her fault and reassure the child that he/she does not deserve to be hurt by anyone.
7. Do not tell or suggest to the child that he or she has been abused.
8. Reassure the child that he or she did the right thing by telling you.
9. Do not promise not to tell anyone. Tell the child that you need to find help so the incident can be prevented from happening again.
10. Do not frighten the child by talking about police involvement or medical examinations to verify the complaint. Instead, share with the child that other people need to know what happened and that they will talk to the child later.
11. Do not ask the child to show you any bruises that are beneath the child's underwear or clothing; observe only those bruises that are accessible.
12. If you feel comfortable doing so, speak to the child and offer support in the following weeks and months.