

**Exhibit B**

**MAKING  
FIRST PRESBYTERIAN CHURCH  
OF SAN ANTONIO  
A  
SAFE PLACE**

Rationale and Procedures for  
Minimizing the Risk of Abuse

“ . . . Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it.” And he took the children in his arms, put his hands on them and blessed them. **Mark 10:14-16 NIV**

First Presbyterian Church  
404 North Alamo  
San Antonio, TX 78205  
210-226-0215 [www.fpconline.org](http://www.fpconline.org)



# MAKING CHURCH A SAFE PLACE

## Rationale and Procedures for Minimizing the Risk of Abuse

### *A Vision for Children and the Church*

Because  
we affirm that  
all children are a gift of God,  
created by God and created good;  
all children are a gift  
to the whole of the human community;  
all children have a real faith and gifts for ministry;  
all children have the right to be children;  
and all children are not just tomorrow,  
they are today.

Because  
we believe that all children depend upon adults for safety and security  
in a world that does not always value children;  
all children are affected first and most deeply  
by those things that work against health and wholeness:  
where there is disease,  
children sicken and die,  
where there is homelessness,  
children sleep on the streets and  
in other dangerous places;  
where there is war,  
children are frightened  
and without a safe place;  
where the air and water are polluted,  
children feel the effects in their bodies  
and in their futures;  
where there is shame children's spirits are wounded.

Therefore  
we hope for a world  
where all children can find a safe place;  
where all ages, races, genders, creeds, and abilities  
are recognized, valued, and celebrated;  
where all adults hear the voices of children and speak with  
as well as for them;  
where all children have "first call" on the world's resources  
and first place in the minds  
and hearts of the world's adults.

Because  
Jesus welcomed children and encourages us to  
welcome them in his name;  
Jesus lifted up a child  
as an example of what the realm of God is like.

Therefore  
we hope for a church  
where we take seriously our baptismal vow to  
nurture all children committed to our care;  
where we bring good news to all those places  
where children are in need;  
where adults and children alike share in ministry.

*Adopted by 205<sup>th</sup> General Assembly 1993*

## **Goals**

1. To provide children a safe environment for learning, nurture, and care
2. To establish policies and procedures to lower legal risk to the church
3. To protect volunteers and church employees from false allegations of abuse
4. To establish a procedure for reporting

## **Purpose**

The community of faith believes that children are a gift of God to the whole of the human community. They are an integral part of the community contributing to its worship and ministry. It is in the church that children and youth receive nurture and hear the good news of God's love and protection. Therefore it is the church's responsibility to provide safety and security for children and youth as well as for the adults to whom they are entrusted. Policies to reduce the risk of child abuse are essential for the protection of all.

## **VOLUNTEER POLICY FOR THOSE WORKING WITH CHILDREN/YOUTH**

*He has told you, O mortal, what is good; and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God? Micah 6:8*

### **PURPOSE:**

This policy has been developed to:

1. Protect children and youth
2. Protect volunteers
3. Protect the church

### **POLICY:**

- A. Screening procedure for volunteers working with minors:  
Volunteers will submit a completed Volunteer Application Form.
  1. A background check and personal reference check will be conducted by the supervisory staff member(s).
  2. The Volunteer Application Form and related information will be kept in the church office in a locked filing cabinet. Only the Pastor of Family Ministry and/or his/her designee will have access to the volunteer's information.
  3. Volunteers who desire to review their information may do so by scheduling an appointment with the Pastor of Family Ministry and/or his/her designee.
  4. The Volunteer Application Form will be revised periodically and updated information will be requested from volunteers as needed.
- B. All paid staff shall meet the same requirements as volunteers.
- C. FPC operates childcare programs that come within the purview of the State. Nothing in this policy is meant to alter or change any requirements imposed by the State. This policy exempts those programs from the specified Team Approach coverage, understanding that the State requirements for Child/Staff ratios and groupings as found in the Texas Department of Protective and Regulatory Services Minimum Standards & Guidelines for Day Care Centers will be followed.

### **INVOLVEMENT:**

- A. Only persons who are active in the life of FPC for six months or more will be eligible to serve as volunteers with children/youth. The Pastor of Family Ministry must review and approve any exception.
- B. All activities with minors shall be approved by the Children's Ministry Committee, Youth Ministry Committee, Music Committee, the Pastor of Family Ministry, or Minister of Music. Approval is to be sought for all church sponsored activities or functions. A church sponsored activity or function is defined as any activity, on or off campus, planned or approved by the Children's Ministry Committee, Youth Ministry Committee, Music Committee, Pastor of Family Ministry or Minister of Music and scheduled on the official church calendar. (The ratio of adults/leaders to children shall ordinarily be 1:4 for children ages birth through 5<sup>th</sup> grade. The ratio for youth from grades 6<sup>th</sup> through 12<sup>th</sup> shall be 1:7. We have a commitment to have a minimum of 2 adults in every setting. In Youth Ministry, there shall always be a male leader present if there are boys in attendance, and a female leader present when there are girls in attendance. This will be true of all on and off site activities.)

- C. There will be a minimum of two adults working together with children or students. For overnight youth activities, there will be a male adult present if there are any male students present and a female adult present if there are any female students present. This protects children/youth and the adults, as well as providing a safer situation in the event of an accident or emergency. Any exceptions must be approved by the supervisory program director or Pastor of Family Ministry.
- D. Persons under the age of 18 who are asked to work with children or youth shall do so under the supervision of an adult and shall be screened by supervisory staff.

### **TRANSPORTATION:**

For church sponsored activities for children/youth, only paid staff members or approved adult volunteers will be allowed to drive. For all church sponsored activities that require transportation, there will normally be a minimum of three people present in the vehicle, either two adults and a child/youth or one adult and two children and/or youth.

### **CONTINUING EDUCATION**

The Pastor of Family Ministry will regularly offer continuing education for all children and youth ministry volunteers to include First Aid/CPR training.

### **ACCESSIBILITY**

- A. Each room set aside for children and youth should have a door with a window in it or a half door. If that is not possible, doors should remain open to remove the opportunity for secrecy and isolation.
- B. Counseling and individual instructional sessions (regarding mentoring, music lessons) with children or youth and an adult (staff member or volunteer) shall take place where the door to the room remains open for the entire meeting or there is an observation window into the room or in a public venue.

### **REPORTING PROCEDURES:**

**For steps to take, please refer to page 10.**

For infrequent and unusual church situations that are not easily classified elsewhere in the policy, the standards and spirit of this policy shall be recognized as being in force.

### **DISCIPLINE PROCEDURES:**

#### **Discipline:**

When speaking of discipline, we need a few definitions. The root word of discipline is disciple. Disciple means follower or learner. We are followers of Christ and we learn from him. When we learn to love as Christ loves, we are disciplining ourselves to be the very best disciples we can be.

Each young person in our care is a child of God. The reality is that each of us falls short of God's perfect design and so we work together to help children, youth, and adults learn self-discipline.

Our first and foremost rule of behavior in Family and Student Ministry is that each person is a child of God and no one has the right to treat anyone else as if they do not matter. This one rule encompasses all behavior issues.

The first step in a disciplinary policy is to establish a covenant of behavior and expectations. This can be done with the children and/or youth as an exercise together. By having the children/youth sign the covenant that has been mutually agreed upon, discipline issues can be addressed by referring back to the Covenant.

When a child or youth breaks the Covenant, that young person is given a warning and allowed to recommit to the Covenant. If the young person does not want to recommit to the Covenant of expected behavior, then the child or youth is requesting to be removed from the situation.

The second step would be for one leader or teacher to remove the child or youth from the setting and discuss quietly and personally their choices. Their choices are simple – to recommit to the Covenant, which would involve seeking restitution with the class, saying “I’m sorry” and being offered forgiveness from the class, or to be taken to their parents for the remainder of the session. The child or young person will be assured they are welcome to return whenever they are willing to abide by the Covenant. Grace and forgiveness will always be offered to any who seek to reconcile their behavior.

If a child or young person continues to behave contrary to an agreed upon Covenant then the Director of that area of ministry will make an appointment to speak with the parents to resolve the issue and determine a plan of restitution.



## **DISQUALIFYING OFFENSES TO SERVE IN MINISTRY WITH CHILDREN/YOUTH**

These policies apply to full-time, part-time and volunteer ministry staff. Every reference made to “staff member” includes volunteer ministry personnel as well as paid staff persons.

Disqualifying offenses to drive children/youth to and from church sponsored activities:

1. Any DWI arrest in past year or 2 DWI convictions in last 3 years
2. More than 2 convictions (moving violations) during the last 2 years
3. More than 2 moving accidents within the past 18 months
4. Any accident in the past 3 years caused by the staff member, resulting in loss of life.

Disqualifying offenses to serve in ministry with children/youth:

1. Any conviction of assault, kidnapping, abuse, neglect, possession or promotion of child pornography, indecency with a child, or any other kind of sexual offense
2. Any felony conviction
3. Any misdemeanor involving moral turpitude (sexual, lying, etc.)
4. Conviction of any misdemeanor involving use of alcohol or drugs within the past year or 2 convictions in the last 3 years

## **PROCEDURE WHEN CRIMINAL BACKGROUND CHECK ON VOLUNTEER OR STAFF MEMBER RESULTS INDICATE DISCREPANCIES**

This procedure applies to full-time, part-time and volunteer ministry staff. Every reference made to a “staff member” includes paid staff and volunteers.

Convictions: If a conviction is discovered, the Senior Pastor, Pastor for Family Ministry and Church Administrator will decide upon a course of action depending on the nature of the offense and the position to be held. Procedure to follow shall include:

1. Meet confidentially with staff member to inform him/her of discrepancies found in criminal background check.
2. Ask for an explanation.
3. Focus on the area that pertains to the staff member’s position.
4. Excuse any staff member from service with children/youth if they have disqualifying offenses or a solution cannot be found.
5. Document the conversation.
6. Keep all proceedings confidential.

Arrests: If an arrest for a serious offense is discovered, the Senior Pastor, Pastor of Family Ministry and Church Administrator will decide upon a course of action while keeping all proceedings confidential, which could include:

1. Meet confidentially with staff member to inform him/her of discrepancies found in criminal background check.
2. Ask for an explanation, affording them an opportunity to correct the record.
3. Excuse any staff member from service with children/youth if they have any disqualifying offenses or a solution cannot be found.
4. Keep all proceedings confidential.

Be mindful that as a community of faith, our response to staff members shall be to offer support through counseling (referring to agencies as appropriate), prayer, and guidance as to alternative areas in which to serve the church.

## **POLICIES GOVERNING CHARGES OF SEXUAL MISCONDUCT**

These policies apply to all full-time, part-time and volunteer ministry staff. Every reference made to a “staff member” includes volunteer ministry personnel as well as paid staff persons.

1. In cases of alleged sexual misconduct, the following procedure should be followed.

The supervisory staff member(s) will report the alleged incident to the Pastor for Family Ministry immediately. The Pastor for Family Ministry will then report immediately to the Senior Pastor and to the Clerk of Session. The Senior Pastor and the Clerk of Session will then begin the procedures in The Book of Order (D-10.0101 to D-14.0502). If the Pastor for Family Ministry is the accused, an immediate report shall be given to the Senior Pastor. The Pastor for Family Ministry and the Clerk of Session will initiate procedures if the Pastor is accused.

2. If child abuse or neglect is suspected, state law requires the staff member to report to appropriate authorities. Please see Appendix A – Texas Family Code.
3. The accused staff member will be removed from direct contact with children/youth until the completion of an investigation.
4. The party involved will be referred to an outside agency or person for counseling.
5. Meeting dealing with this matter will be conducted with any two of the following staff: Senior Pastor, Pastor for Family Ministry Director and Church Administrator.
6. All communications shall be confined to those involved in the investigation.
7. All information about the alleged incident and the identity of the parties involved will be kept strictly confidential by all those staff members involved and any such information shall only be disseminated pursuant to procedures in the Book of Order or to law enforcement investigation. A single spokesperson for all communication will be appointed by the Senior Pastor (unless Senior Pastor is the subject of the alleged incident) and Clerk of Session. The liability insurance company carrying the policy for the church should be notified immediately. The spokesperson shall communicate publicly via a news release approved in writing by the session. In addition, if the church retains a lawyer, all communication shall be cleared in advance with the lawyer. It is understood that no such confidential information shall be revealed or communicated by staff members at home, work, or otherwise, other than to the limited extent contained in this paragraph.
8. In the event of a report of sexual misconduct on the part of two minors:
  - a. The supervisory staff member(s) shall report the alleged incident to the Pastor for Family and Student Ministry immediately. The Pastor for Family Ministry

will then report immediately to the Senior Pastor and to the Clerk of Session. The parents of both parties will be notified immediately.

- b. The young people involved will be removed from direct contact with one another until the completion of the investigation.
- c. The parties involved will be referred to an outside agency or person for counseling.
- d. All communication will be confined to those involved in the investigation and all information kept confidential.

*As stated in Texas Family Code §261.101 Persons Required to Report; Time to Report (a) and (b), if you have cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, you are to make a report immediately to Child Protective Services 1-800-252-5400.*

## **TYPES OF CHILD ABUSE**

Generally, child abuse is categorized in five primary forms: physical abuse, emotional abuse, neglect, sexual abuse, and ritual abuse:

1. **Physical Abuse.** Abuse in which a person deliberately and intentionally causes bodily harm to a child. Examples may include violent battery with a weapon (knife, belt, strap, and so forth), burning, shaking, kicking, choking, fracturing bones, and any of a wide variety of non--accidental injuries to a child's body.
2. **Emotional Abuse.** Abuse in which a person exposes a child to spoken and/or unspoken violence or emotional cruelty. Emotional abuse sends a message to the child of worthlessness and of one not only unloved but undeserving of love and care. Children exposed to emotional abuse may have experienced being locked in a closet, being deprived of any sign of parental affection, being constantly told they are bad or stupid, or being allowed or forced to abuse alcohol or drugs. Emotional abuse is often very difficult to prove and is devastating to the victim.
3. **Neglect.** Abuse in which a person endangers a child's health, safety, or welfare through negligence. Neglect may include withholding food, clothing, medical care, education, and even affection and affirmation of the child's self-worth. This is perhaps the most common form of abuse.
4. **Sexual Abuse.** Abuse in which sexual contact between a child and an adult (or another older and more powerful youth) occurs. The child is never truly capable of consenting to or resisting such contact and/or such sexual acts. Often the child is physically and psychologically dependent upon the perpetrator of the abuse. Examples of sexual abuse may include fondling, intercourse, incest, and the exposure to child pornography or prostitution.
5. **Ritual Abuse.** Abuse in which a person or persons responsible for the child's welfare, inflict physical, sexual, or psychological violations of a child regularly, intentionally, and in a stylized way. The abuser may appeal to some higher authority or power to justify the abuse. The abuse may include cruel treatment of animals or repeated threats of harm to the child, other persons, and animals. Reports of ritual abuse are often extremely horrifying and may seem too grim to be true. Children making such reports must not be ignored.

## **INDICATORS OF CHILD ABUSE**

The following characteristics may be indicators of abuse, although they are not necessarily proof. Individually, any one of the indicators may be a sign of a number of other more or less serious problems. When these indicators are observed in a child, they can be considered as warning and lead you to look into the situation further.

### Possible Signs of Physical Abuse

1. Hostile and aggressive behavior toward others
2. Fearfulness of parents and/or other adults
3. Destructive behavior toward self, others, and/or property
4. Inexplicable fractures or bruises inappropriate for child's developmental stage
5. Burns, facial injuries, pattern of repetitious bruises

### Possible Signs of Emotional Abuse

1. Exhibits severe depression and/or withdrawal
2. Exhibits severe lack of self-esteem
3. Failure to thrive
4. Threatens or attempts suicide
5. Speech and/or eating disorders
6. Goes to extremes to seek adult approval
7. Extreme passive/aggressive behavior patterns

### Possible Signs of Neglect

1. Failure to thrive
2. Pattern of inappropriate dress
3. Beggars or steals food; chronic hunger
4. Depression
5. Untreated medical conditions
6. Poor hygiene

### Possible Signs of Sexual Abuse

1. Unusually advanced sexual knowledge and/or behavior for child's age and developmental stage
2. Depression – cries often for no apparent reason
3. Promiscuous behavior
4. Runs away from home and refuses to return
5. Difficulty walking or sitting
6. Bruised/bleeding in vaginal or anal areas
7. Exhibits frequent headaches, stomachaches, and extreme fatigue
8. Sexually transmitted diseases

## **STEPS TO TAKE IF A CHILD DISCLOSES AN ACT OF ABUSE**

1. Relax.
2. Do not react with shock, disgust or disbelief.
3. Go slowly.
4. Use open-ended questions or “tell me more”.
5. Avoid leading or yes/no questions.
6. Use the child’s language.
7. Allow the child to determine how much to disclose.
8. Congratulate the courage to disclose.
9. Reassure that help is available.
10. Explain what will happen next.
11. Inform the Director of the appropriate ministry area of the abuse.

## Abuser Profiles

<ul style="list-style-type: none"> <li>▪ An abuser can be of any gender, age, marital status, or sexual orientation.</li> <li>▪ An abuser is of ANY occupation, race/ethnic group or economic/social group.</li> </ul>	
<b>PHYSICAL ABUSER</b>	
<ol style="list-style-type: none"> <li>1. Negative attitude</li> <li>2. Hot temper</li> <li>3. Low self-esteem</li> <li>4. Blames others</li> <li>5. Probably abused as a child</li> </ol> <p style="margin-top: 20px;">(Note: People who were abused do not all abuse, but most who do abuse were abused.)</p>	<ol style="list-style-type: none"> <li>1. Desires control &amp; power</li> <li>2. Has poor impulse control</li> <li>3. Is manipulative</li> <li>4. Moves frequently</li> <li>5. If child does not object, intensifies</li> <li>6. Slowly develops relationship with child</li> <li>7. Has excessive interest in children, tries to be alone with them</li> </ol>
<b>ADDITIONAL STRESSORS TO BOTH TYPES OF ABUSERS</b>	
<ol style="list-style-type: none"> <li>1. Substance abuse</li> <li>2. Marital problems</li> <li>3. Emotional problems</li> <li>4. Job problems</li> </ol>	





**PART 1**  
**PRIMARY SCREENING FORM FOR THOSE WORKING WITH**  
**CHILDREN OR YOUTH**

Date Completed \_\_\_\_\_

*This screening form is to be completed for any position (volunteer or compensated) involving the supervision or care of children and/or youth. This is not an Application for Employment. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs. Individuals considered for a position in the children and youth areas must be involved in FPC for a minimum of six (6) months.*

(PLEASE USE THE BACK OF THE FORM IF NECESSARY)

**GENERAL INFORMATION**

Full Name \_\_\_\_\_

Name you go by \_\_\_\_\_ Maiden Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

How long at the above address \_\_\_\_\_ If less than 10 years please provide previous address:

\_\_\_\_\_

Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Occupation \_\_\_\_\_ Employer/School \_\_\_\_\_

How long have you been involved in the life of First Presbyterian Church? \_\_\_\_\_

In what activities have you been involved? \_\_\_\_\_

Are you a member? \_\_\_\_\_ How Long? \_\_\_\_\_

List (name and address) other churches you have attended regularly during the past 5 years:

\_\_\_\_\_

\_\_\_\_\_

Why are you committed to serve our church in the area of children and youth ministry?

**I have read and understand this policy. I agree to abide by its guidelines and reporting procedures.** \_\_\_\_\_

(Signature)

**PART 2**  
**CONFIDENTIAL**

*Because of the nature of ministering to youth and children, this part of the Volunteer Application Form asks you to answer questions that are intended to protect the children/youth, the volunteers and the church. Because answers to these questions are personal and sensitive, access to this part of the application will be limited to the Pastor of Family Ministry and/or his/her designee.*

*Your service as a children/youth volunteer will be based upon the answers to the following questions. If you would like to discuss this part of the application please contact the Pastor of Family Ministry or supervisory staff.*

*Has your driver's license ever been suspended or revoked? If yes, please explain.* Yes No

*Have you ever been arrested? If yes, please explain.* Yes No

*Have you ever been convicted of, pleaded guilty to, or are you currently charged with assault, kidnapping, abuse, neglect, possession or promotion of child pornography, indecency with a child, indecent exposure, or sexual offense of any kind?* Yes No

*Are you now, or have you in the past ever been subject to the reporting or registration requirements of Ch. 62, Texas Code Criminal Procedure, The Sex Offender Registration Program?* Yes No

*Other than the above, is there any fact or circumstance involving you or your background that would affect your ability to supervise, guide, or care for children/youth? If yes, please explain.* Yes No

*Has your application or request to be a children/youth volunteer, or application for employment in connection with a child/youth related job, such as at a school, day care facility, or other child/youth related activity ever been declined? If yes, please explain.* Yes No

*May we have your permission to contact the organization, or group mentioned in your response to the above questions?* Yes No

*The information contained in this application is within my personal knowledge and is true and correct.*

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

---

*Please print your name*

**PART 3**  
**LIABILITY RELEASE FORM**

*I understand that the information I have provided may be verified by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides truthful and accurate information. I also agree to release and hold harmless actions taken in connection with the Volunteer Application, expressly including those taken by this church, and the employees and volunteers thereof.*

\_\_\_\_\_ *I waive the right to inspect references, letters, or statements provided on my behalf.*

\_\_\_\_\_ *I do not waive the right to inspect references, letters, or statements provided on my behalf.*

*I expressly reserve the right to examine the remainder of the information contained in my Volunteer Application file.*

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

**PART 4**  
**CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK**  
**AUTHORIZATION/WAIVER/INDEMNITY**

*Each staff member or volunteer who is to be screened must sign an authorization, waiver, indemnity form giving approval for this church to perform the criminal background search.*

*I hereby give my permission for this church to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies\*, may include, but is not limited to, arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this Church. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will waive an opportunity to review the criminal history as received by this church and a procedure is available for clarification, if I dispute the record as received.*

*I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify First Presbyterian Church, the reporting agencies and each of their officers, directors, employees, and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for the negligence, gross negligence, and/or strict liability of the reporting agencies, any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member).*

\_\_\_\_\_  
*Applicant's signature*

\_\_\_\_\_  
*Date*

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

<i>Maiden Name (if applicable)</i> _____
<i>D.O.B.</i> _____
<i>Sex</i> _____
<i>Race</i> _____
<i>Social Security Number</i> _____
<i>Driver's License Number</i> _____ <i>State</i> _____

*\*Reporting agencies could include:*

*BTI Employee Screening Inc.      800-658-5638*  
*8150 North Central Expressway, Suite 500*  
*Dallas, TX 75206*

*Department of Public Safety    512-424-2079*  
*Austin, TX*

*Volunteer Center of United Way    210-352-7000*  
*Attention: Susie Walker-Atchison*  
*700 S. Alamo*  
*San Antonio, TX 78205*

**Please return Parts 1-4 of these forms to the Family and Student Ministry administrative office.**

**FAMILY AND STUDENT MINISTRY APPLICATION**

**BACKGROUND INFORMATION**

*(Please return this form to the ministry director.)*

*To understand your call to serve this congregation, please respond to the following:*

*Tell us of your faith journey.*

*Why are you committed to serve our church in the area of children and youth ministry?*

*What leadership roles have you held in this or other churches?*

*Please list any training or education, which you deem to be helpful preparation for children/youth ministry.*

**MINISTRY AREAS OF INTEREST**

<input type="checkbox"/> <i>Infants/toddlers</i>	<input type="checkbox"/> <i>Wednesday night program</i>	<input type="checkbox"/> <i>Sunday morning programs</i>
<input type="checkbox"/> <i>Preschool-Kindergarten</i>	<input type="checkbox"/> <i>Music</i>	<input type="checkbox"/> <i>Worship</i>
<input type="checkbox"/> <i>Grades 1-5</i>	<input type="checkbox"/> <i>Arts &amp; crafts</i>	<input type="checkbox"/> <i>Summer programming</i>
<input type="checkbox"/> <i>Grades 6-8</i>	<input type="checkbox"/> <i>Drama</i>	<input type="checkbox"/> <i>Youth programs</i>
<input type="checkbox"/> <i>Grades 9-12</i>	<input type="checkbox"/> <i>Audio/visuals</i>	<input type="checkbox"/> <i>Games/recreation</i>

**REFERENCES**

*Please list three personal references (other than relatives or church staff)*

*Name* \_\_\_\_\_ *Dates Known* \_\_\_\_\_ *Relationship* \_\_\_\_\_  
*Address* \_\_\_\_\_  
*City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_  
*Home Phone* \_\_\_\_\_ *Cell Phone* \_\_\_\_\_  
*Work Phone* \_\_\_\_\_ *Email* \_\_\_\_\_

*Name* \_\_\_\_\_ *Dates Known* \_\_\_\_\_ *Relationship* \_\_\_\_\_  
*Address* \_\_\_\_\_  
*City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_  
*Home Phone* \_\_\_\_\_ *Cell Phone* \_\_\_\_\_  
*Work Phone* \_\_\_\_\_ *Email* \_\_\_\_\_

*Name* \_\_\_\_\_ *Dates Known* \_\_\_\_\_ *Relationship* \_\_\_\_\_  
*Address* \_\_\_\_\_  
*City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_  
*Home Phone* \_\_\_\_\_ *Cell Phone* \_\_\_\_\_

*Work Phone* \_\_\_\_\_ *Email* \_\_\_\_\_

**EXPERIENCE**

*(Please complete the two sections below if applicable.)  
Please list all church work involving children and youth in the past five years.*

Church \_\_\_\_\_ Dates served \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Type of Service \_\_\_\_\_

Church \_\_\_\_\_ Dates served \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Type of Service \_\_\_\_\_

*Please list all non-church work involving children and youth in the past five years*

Organization \_\_\_\_\_ Dates served \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Organization \_\_\_\_\_ Dates served \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_