

NLBC Child & Youth Protection Policies

It is the goal of New Life Baptist Church to provide a safe environment for the physical, emotional, and spiritual wellbeing of all children and youth participating in church activities. In light of this, NLBC has set forth the following safeguard policies to ensure the church's children and workers are protected:

1. **Church Membership** – For accountability sake, all official ministry volunteers must be members of New Life Baptist Church. Any exemption must be approved by the pastoral staff.
2. **Selection & Screening Process** – All members wishing to officially work with children must first complete the church's selection and screening process. This process includes completing an application detailing background information, prior ministry work, and personal references. The process also includes a background check. Details of an individual's selection and screening process are to remain confidential. Clergy members, deacons, primary ministry leaders (Sunday School Supervisor, Children's Ministry Leader, & etc), and all candidates for ministerial license or ministerial/ deacon ordination will be subject to a more thorough screening process due to their increased visibility, responsibility, and "trust factor."
3. **6 Month Rule** – Before being allowed to work with the church's children, all applicants must have attended New Life for a minimum of 6 months. This requirement is to discourage those who "church hop" to prey on children. The pastoral staff may waive this requirement in certain extenuating circumstances.
4. **2 Adult Rule** – It is the goal of New Life Baptist Church that a minimum of two workers be in attendance at all times when children are being supervised. At least one of these must be an adult worker. In circumstances when one worker is absent, the classroom door should remain open. At no time should an adult be in a room or enclosed area alone with a child.
5. **Proper Ratios** – New Life desires to maintain a proper, reasonable ratio of adults to children in a classroom.
6. **Emergency Preparedness** – Children's Ministry volunteers will be made aware of emergency procedures and first aid kits in the building. Furthermore it will be encouraged that primary leaders maintain first aid and CPR certification at the church's expense.
7. **Reporting Noteworthy Incidents** – In order to protect our children and our workers, it is vital that an *Incident Report Form* be completed following any "noteworthy" incident on church property or during a church sponsored event.
8. **Reporting Suspected Abuse** – It is the policy of New Life Baptist Church to fully investigate and report suspected abuse in accordance with Iowa and Federal Laws.

I have read and understand these following Child Protection Policies and agree to follow them.

Name: _____

Date: _____



Background Check Authorization & Consent

During the application process and at any time during the tenure of my employment/service with New Life Baptist Church, I hereby authorize LexisNexis Screening Solutions, Inc. on behalf of New Life Baptist Church to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

Applicant/Employee Signature

Date

____-____-____
Social Security Number *

Date of Birth *

* For identification purposes only

NLBC Child & Youth Worker Application

This application is to be completed by all applicants for any position involving the supervision or custody of minors. It will help our church family provide a safe and secure environment for children and youth. The pastoral staff will conduct the application process in a private and confidential manner. Only the pastoral staff will have access to completed applications and the results of background checks. All records will be kept private and securely stored under lock and key by the pastoral staff.

Personal Information

Last Name _____ First Name _____ Middle Initial _____
Present Address _____ Social Security # _____
City _____ State _____ Zip _____ Date _____
Email _____ Marital Status _____
Contact Phone (____) _____ Work Phone (____) _____
Occupation _____

Background Information

Previous Address _____

Have you ever been known by another name? No Yes _____

Have you ever been charged with, indicted for, or pled guilty to an offense involving a minor?

No Yes: If yes, please describe all convictions: _____

Church

When did you make your profession of faith in Christ? _____

When were you baptized? _____

List any gifts, callings, training, education, or other factors that have prepared you for ministry: _____

Are you a member of this church? No Yes: If yes, how long have you been a member? _____

If no, list your current church membership information in the first church selection on the back of this form.

On the back of this form please list other churches you have attended regularly during the past 10 years and include the type of work involving children that you performed.

Church History

■ **Church Name** _____

Church Address _____ Church Phone _____

City/State/Zip _____ Dates of Membership/Service _____

Type of work involving children _____

■ **Church Name** _____

Church Address _____ Church Phone _____

City/State/Zip _____ Dates of Membership/Service _____

Type of work involving children _____

■ **Church Name** _____

Church Address _____ Church Phone _____

City/State/Zip _____ Dates of Membership/Service _____

Type of work involving children _____

References

Personal References

Name	Address	City/State/Zip	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all previous **non-church** work involving children. Attach additional sheet if necessary.

Applicant Statement (Please read and initial each statement.)

____ I understand that this is an application for and not a commitment or promise of volunteer opportunity.

____ The information contained in this application is correct to the best of my knowledge.

____ I authorize references or churches listed in this application to provide information (including opinions) they may have regarding my character and fitness for working with minors and I release all such references from any liability for furnishing such evaluations, provided they do so in good faith and without malice. Further, I waive any right I may have to inspect references provided on my behalf.

____ Should my application be accepted, I agree to be bound by the bylaws and policies of this church and refrain from unscriptural conduct in the performance of my services on behalf of the church.

____ I further state that I have carefully read the forgoing release and know the content thereof and I sign this release of my own free act. This is a legally binding agreement which I have read and understand.

Applicant's Signature _____ Date _____