

B r o a d m a n B a p t i s t C h u r c h



Handbook For
Children and Youth Ministry

Approved September 12, 2007

REVISION 01, March 17, 2011

Table of Contents

	PAGE
Letter from the Pastor	4
I. Faith Qualities for Children and Youth Ministry	5
II. Policies	5
A. General	5
B. Definitions	5
C. Inclusiveness	6
D. Parental Supervision	6
E. Supervision	6
F. Nursery/Toddler/Young Children Area	7
G. Universal Precautions	7
H. Medical Concerns	8
I. Discipline and Expectations	8
J. Appropriate Dress	9
K. Behavior Problems	10
L. Drugs and Alcohol	10
M. Overnight Events	10
N. Transportation	11
O. Movies and Media	11
P. Water Trips	11
Q. Fireworks and Weapons	12
R. Procedures for Reporting and Responding to Potentially Harmful Situations	12
III. Administration	14
A. Children's Minister	14
B. Youth Minister(s)	14
C. Minister of Discipleship	14
D. Minister of Ministries	15
E. Youth Council	15
F. Church Council	15
G. Church Pastor	15
IV. Life Impact Groups (Sunday School)	16
V. Volunteer Process	16
C. Six-month Involvement	16
D. Meeting with Staff Members	16
E. Volunteer Forms	16
F. Background and Reference Checks	17
G. Youth Volunteers	17

	PAGE
H. Classroom Visitors	17
Form I	18
Form II	19
Form III	20
Form IV	21
Form V	22
Form VI	23
Form VII	24
Form VIII	25
Form IX	26
APPENDIX A	27
SIGNS AND SYMPTOMS OF DEPRESSION AND SEXUAL ABUSE	
Revisions	28

Letter from the Pastor

Children and Youth are so important to God.

Jesus loved children and knew how important they are. He said some important things about children: ***Let the children come to me*** and ***unless you are like a child you cannot enter the kingdom of heaven.***

There are some practical reasons why we need to form ministries for our children and youth. First, we must realize that the responsibility to train a child in the ways of the Lord fall primarily upon the family, however, in many cases this is lacking and the responsibility falls upon the church. Second, we need to help young families learn to train their children and youth by ministering to the entire family. Third, we must realize that the need for an effective children/youth ministry so they can learn to stand for Christ in a secular world. Fourth, children/youth are at the most impressionable ages of their lives and they need support, love and guidance. Last, children/youth are at a time in their lives where they are most likely to accept the Gospel of Jesus Christ.

May we be mindful of some Scriptures that address the importance of family, children and youth. May these words of wisdom guide our ministry to the children and youth of our church always. Proverbs 22:6 ***Raise a child in the way he should go...***; 1 Timothy 4:12 ***No one should despise your youth; instead...be an example to the believers...*** This clearly tells us that our youth are not just the future church, but the church of today, they are to be an example to all believers. Deuteronomy 6:5-9 ***These words that I am giving you today are to be in your heart. Repeat them to your children. Talk about them when you sit in your house and when you walk along the road, when you lie down and when you get up....Write them on the doorposts of your house and on your gates...*** We need to take this to heart. Finally in Joshua 24:15, ***As for me and my house, we will serve the Lord!***

It has been said that we are only one generation away from becoming a godless society. Therefore, may we be ever mindful that the key to making the next generation greater in the Lord is to train them while they are young.

Christopher McCombs

I. Faith and Qualities for Children and Youth Ministry

A. Volunteers at Broadman Baptist Church are vital to our ministries. Many of our programs would not exist if it were not for the leaders who graciously commit their time, energy and faith. Obviously, those who are willing to volunteer in ministries with children and youth care for young people, enjoy their company and want to make a difference in their lives.

B. These persons must support the Baptist Faith and Message 2000; support the Strategic Plan of the church; support the ministries of the church with prayer, time and finances; support the church leadership; support the Pastor-Church covenant; they should be persons worthy of being a role model and mentor for children and/or youth.

C. Persons wishing to serve in capacities dealing with children and youth must be willing to have an interview with the Children's Minister, Youth Minister and/or Minister of Discipleship, follow and yield to the supervision of these ministers and the Church Pastor and be willing to undergo a background check.

II. Policies

A. **General** The following policies and principals are meant to protect and safeguard the children, youth and volunteers of Broadman Baptist Church and to help us model safe, healthy and appropriate behaviors in our ministries.

B. **Definitions** For the purpose of these policies, we define the following.

1. **Children and Youth** are those persons currently of high school age or younger (generally under 19 years of age).
2. **Parent** denotes a child's legal custodial parent or legal guardian.
3. **Volunteers** are those persons who actively serve in ministries at Broadman. The volunteer procedures listed in this document refer to persons who are assigned leadership and/or supervisory responsibilities with children and youth.
4. **Program Staff** refers to someone appointed to lead a particular church program.
5. **Ministerial Staff** can refer to paid or unpaid ministry leadership, director or pastoral positions of Broadman Baptist Church and any interns or field education students who have been assigned to serve at Broadman Baptist Church as part of their higher education training.
6. **Church Pastor** refers to the Pastor of our church who provides the spiritual leadership and oversight to the congregation and church leadership.

C. Inclusiveness

1. Broadman welcomes members, visitors and friends to all of our ministries. We want to include youth and children and we encourage them to invite family and friends to come to church with them.
2. Broadman wants to include all parents in the ministry to their children. Parents are welcomed and encouraged to attend any activity with their children.
3. Broadman does not intend to exclude anyone for financial reasons. If you or someone you know is unable to afford the fee for one of our activities, please contact and discuss the issue, in confidence, with the Pastor or Ministerial Staff.
4. Broadman does not intend on excluding any individual child or youth from activities. However, there may be some rare occasions in which the well-being of the church and others must take precedent. This is especially true when behaviors are disruptive or threaten the spiritual, physical and emotional well-being of the people involved or in situations that potentially pose a threat to the wellness of other children and volunteers.

D. Parental Supervision

1. Parents assume individual responsibility for their children when on the premises of Broadman Baptist Church. We encourage parents to escort their children to their assigned areas so children are supervised at all times.
2. Children and youth are not allowed to be unsupervised in the children/youth areas during normal church service times. Arrangements for children's ministry for special services must be scheduled with the Children's Minister or the appropriate Children's Ministry leadership in advance.

E. Supervision

1. Volunteers will work under a *Dual Supervision* policy in the nursery, children and youth areas during normally scheduled worship services. Whenever possible, dual supervision will also be implemented at all church wide events, classes, child-care situations, small groups, etc.
2. Single-adult or approved older youth supervision situations may be permitted on a regular or recurring basis as approved by the Church Pastor, Minister of Discipleship, Children's Minister, Minister of Ministries or by the appropriate program or ministerial staff.
3. When youth or children ask to meet privately with ministerial staff members or volunteers, meetings will be in open areas or in offices with windows and/or doors open.

F. Nursery/Toddler/Young Children area

1. Only ministerial staff, nursery volunteers, children, Life Impact Group leaders and Children's Church volunteers are permitted beyond the white nursery gate without permission. This ensures the safety of all. Please discourage older siblings from entering the area without permission.
2. All of the child's belongings should be clearly marked with his/her name.
3. Children should be picked up promptly following all worship service by their parents/guardians. If a child is not picked up within 30 minutes after a worship service or church event, the Children's Minister, Pastor or other ministerial staff will attempt to contact the parent or guardian or responsible party according to the information on file with the church. If no contact is made with any party who can accept custody of the child, the Pastor and the Children's Minister, and if one of these two people are not available, then the appropriate program/ministerial staff leader will make the final decision as to what authority, if any, will be contacted and how to best care for the child.
4. In the event that the parent/guardian wishes the child to be picked up by someone other than themselves (for example, an older sibling), the nursery staff must be informed prior to allowing the child to leave the nursery area with anyone other than the parent or guardian of the child. In the event a child comes without a parent on a regular basis, special arrangements will be made by the Church Pastor, Children's Minister or appropriate program/ministerial staff leader on how to best handle such situations.
5. Occasionally, snacks may be served during Children's *Life Impact Groups* (Sunday School), Nursery or Toddler care, *Children's Church*, Wednesday night discipleship training, *Vacation Bible School* or other programs. Notify the nursery volunteer or teacher if your child has any allergies or if you do not wish for them to be given a snack.
6. If your child requires medication while in the nursery or any of our children's ministries, a *Specific Allergy and/or Medication Requirements* form must be given to the Children's Minister or appropriate program/ministerial staff leader and a copy will be kept on file in the church office. Please update these forms promptly as your child's individual situation changes. It is the parents responsibility to remind the nursery worker present when you drop your child off each week. Any medications required during a normal church service will be administered by the parent or guardian.

G. Universal Precautions

1. Universal precautions shall be used in any situation where exposure to bodily fluids is possible. Any time a parent, volunteer or staff person changes a diaper, treats an injury or is exposed (or faces the possibility of exposure) to bodily fluids, he/she should follow these procedures.

2. Use disposable gloves while dealing with the injury or diaper changes. Dispose of the diaper in a secured plastic bag.
3. Thoroughly wash hands with soap and water.
4. Place any soiled clothes in a sealed bag and give it to the parent/guardian.
5. Place all waste and any contaminated paper or first aid products in a sealed plastic bag for disposal.
6. Disinfect the affected surfaces with a bleach solution to finish.

H. Medical Concerns

1. For the well being of all of our children, we request that children exhibiting symptoms of contagious diseases, e.g., fever, rashes and the like. not participate in program activities. If a child begins to exhibit symptoms of any contagious disease, parents will be promptly notified and be asked to take their child home. Remember the health of your child and everyone else's child is our concern.
2. Children with open wounds or lesions will be required to keep wounds covered.
3. Broadman Baptist Church will maintain confidentiality in regard to any health or medical information that has been shared with us. With parental consent, we may inform the Church Pastor, program/ministerial staff and volunteers who are directly involved with a child or youth who need to know this information to ensure the health and safety of the child, themselves or the other children or youth involved in the activity.
4. First Aid kits are available in the nursery, in the church office and in the kitchen.
5. Only disposable diapers may be used in the nursery.
6. Only adult volunteers, parents or approved youth should change diapers in the nursery and, if at all possible, in the presence of another adult or youth helper.
7. Any medication will be dispensed by the parent or guardian of the child(ren) during church services.

I. Discipline and Expectations

1. Children and youth are expected to be considerate and courteous to all adult leaders and peers. We treat others, physical property and ourselves appropriately and respectfully.
2. We respect the individuality of each young person and strive to understand their environment. We desire to teach our children and youth the Word of God,

how to handle life situations and to make Godly decisions. Our children and youth are a vital part of our ministry today. Our intention at Broadman is to train our children and youth to know God in a relationship with Jesus Christ, to love one another in the family of God and to respect and care for the Lord's House, one another and themselves.

3. Supporting and guiding all rules and expectations is the overriding concept of the 3 R's: **Respect, Responsibility and Reverence**. This is based on the Great Commandment that Christ gave us in Matthew 22 – *to love God and to love one another!* The 3 R's should be used as guiding principles for **all ages** child to adult to help form the foundation of all behavior. If you love someone you show respect at all times, if you love someone you take responsibility for yourself and the situation at all times. If you love God and others you will show reverence during church events.

J. Appropriate Dress

1. Included in this respect for ourselves and others is our manner of dress. The following guidelines are provided.

2. Each person, whether female or male, should be considerate to others about how revealing their dress style is. As a general rule no midriffs should be visible. Skirts, dresses, shorts, bathing suits (when on special events) and tops should not be revealing of under garments or private body parts. Also, logos or statements on clothing items that are not honoring to God are not appropriate dress at church or as a witness to others for Christ.

3. Mid-thigh Rule - when wearing shorts or skirts you should not be able to put your hand straight down to your side and touch your bare thigh.

4. When wearing bathing suits on special events, only one-piece suits for girls and shorts style swim trunks for boys should be worn. If girls bring two-piece swim suits they will be asked to wear a t-shirt over the swim suit. If boys bring *Speedo* style swim trunks, they will be asked to wear shorts over them. If they are unwilling to do so they will not be allowed to participate in the swimming activity.

5. Girls or boys should not wear tops that are revealing of body parts, including midriffs.

6. While no policy about dress can be inclusive of every style or personal choice. It is recommended to *err on the side of modesty and conservative dress* during church events. Remember, our bodies are the Temple of the Lord and we want to honor Him with how we clothe ourselves despite the worldly trends or clothing fashions. This is a valuable lesson we need to model and teach our children and youth.

K. Behavior Problems

1. Broadman Baptist Church tries to keep children and youth fully interested and involved in activities; therefore, discipline problems are unusual. Occasionally, however, negative behavior does occur, which we address with the following steps.
2. Ministerial Staff and volunteers use verbal reminders to encourage appropriate behavior. At no time is physical punishment or abusive language permitted or condoned.
3. If verbal warnings are not heeded, staff or volunteers separate a child briefly from an activity and offer the child an opportunity to modify his or her behavior.
4. If behavioral problems continue, the leaders contact the child's parent so the parent, leader and child can together discuss the behavior and make appropriate plans for further interactions.
5. If a child or youth cannot participate in an event or activity appropriately, a parent is contacted and is asked to transport the child home.
6. Parents and older youth are required to sign the *Children and Youth Ministry Permission and Release* form which contains warnings prohibiting the possession or intentional misuse of controlled substances (including but not limited to tobacco and alcohol, prescription and nonprescription medications).

L. Drugs and Alcohol

1. The use of any illegal or controlled substance (including alcohol, illegal substances and all tobacco products) and the misuse of any prescription or over-the-counter medication is prohibited during all church services or special events pertaining to children and youth. This rule applies to children, youth and adult chaperones. All medications will be listed on parental permission slips and dispensed by the adult chaperone for each specific activity.
2. We have a zero-tolerance rule and if these items are found, the Church Pastor and parents will be notified as soon as possible. In the event the Church Pastor cannot be contacted, the Chairman of Deacons, any Deacon, Minister of Discipleship, Minister of Ministries or any Church Trustee are to be contacted. The Church authorities will determine whether or not authorities outside of the church should be contacted.

M. Overnight Events

1. Separate rooms or tents will be provided for male and female children, youth and adult chaperones at events. Participants will respect the time limits placed on these rooms by chaperones or individuals who desire the privacy of their rooms.

2. Sleeping accommodations may not always permit an adult chaperone in every room, cabin or tent. Adult supervision from outside the room or tent may be permitted.

N. Transportation

1. Transporting children and youth from one place to another during a church sponsored event is the responsibility of adults at least 25 years of age.
2. All drivers must possess a current and valid driver's license.
3. All driving laws are to be observed at all times.
4. All drivers/vehicles must be fully insured per state law as defined by city, county, state and/or federal regulations.
5. Youth transporting themselves or others to or from off-site special events must have written permission of their parents and the parents of any of their passengers. A copy of this written permission must be provided to the appropriate adult chaperone for the activity.
6. Parents are expected to notify adult leaders if their child(ren) or youth will be leaving an event at a time other than at the end of the event.
7. Any motor vehicle incident/accident will become the responsibility of the driver's insurance policy. Fines for any traffic violation, including parking violations, are the sole responsibility of the driver. The church will not reimburse drivers for those fines.
8. Should an accident or incident occur with children or youth on board the vehicle, the church leadership will be made aware of the situation as soon as is practicable.

O. Movies and Media

1. We do not show *R* rated movies to senior high youth or *PG-13* rated movies to junior high youth or younger children unless the movie is judged to be relevant and appropriate by the Church Pastor or the appropriate ministerial staff and is publicized as part of an event so that parents can decide if the content is appropriate for their child or youth.
2. Music and video games with parental warnings describing violent or offensive content are inappropriate for use during church-sponsored events.

P. Water Trips

1. Wearing life jackets is mandatory for all children, youth and adults participating in all boating activities.

2. Chaperones may insist children and youth wear life jackets while swimming when deemed necessary.

Q. Fireworks and Weapons

1. Fireworks, explosive devices, guns, knives or any other weapon shall not be permitted or used on church grounds or at any church sponsored activity. If these items are found, the items will be confiscated and local law enforcement authorities will be immediately notified.
2. The ministerial staff leaders or other church personnel, volunteer or otherwise, will then make immediate notification (in the following order) to the Church Pastor, Minister of Discipleship, Chairman of the Deacons or Trustee. The notified church authority will then contact the parent or guardian of the child or youth involved.

R. Procedures for Reporting and Responding to Potentially Harmful Situations

1. Should a parent, volunteer or staff person observe, suspect or receive a report of any behavior or activity that conflicts with the policies of this handbook or that seems abusive or destructive to a child, youth or volunteer the following procedures shall be followed.
2. Step in and STOP the behavior or activity.
3. Contact a member of the Broadman Baptist ministerial staff or Deacon body promptly for consultation. Notifications are as follows.
 - a. Leader of the activity
 - 1) If this person is not immediately available, contact the nearest staff or volunteer for that specific activity.
 - 2) Notify the Church Pastor, after the immediate danger has been alleviated and the first practicable time becomes available.
 - 3) If necessary, police or other authorities can be contacted.
 - b. The Individual Ministry Leader
 - 1) The Children's Minister or appropriate program/ministerial staff leader in charge of the children's ministry activity will serve as the first-line supervisor for all personnel, including volunteers and chaperones, for all activities that have children.
 - 2) The Youth Minister(s) or appropriate program/ministerial staff leader in charge of the youth activity is to be considered the first-line supervisors for all personnel, including volunteers and chaperones, for all activities that have Youth involved.

3) The Minister of Discipleship may be contacted for any matter related to children and youth or with teachers or teaching, regardless of age group.

4) The Minister of Ministries may be contacted for matters relating to any ministry worker, paid or volunteer.

5) The Church Pastor will be contacted if the people involved and listed above deem it necessary or if this situation is in violation of any part of this handbook.

4. After the safety of the youth or child is secured, and in consultation with the member of the pastoral or ministerial/program staff, a plan will be discussed to confront the individual with his/her behavior and take steps to remedy the situation. If deemed necessary, we will include legal counsel and/or law enforcement personnel in our plans. Any harmful threats or illegal activity will be reported to law enforcement agencies.

5. Should the behavior or activity involve a member of the pastoral or ministerial/program staff and the individual does not feel comfortable speaking with any member of the pastoral or ministerial/program staff, he/she should instead contact the Chairman of the Deacons, any Deacon, Ministry Leader or other member of the Church Council.

6. All reports, conversations and steps taken regarding an allegation of abuse will be documented and handled forthrightly with due respect for confidentiality and privacy for both victim and accused.

7. If the behavior involves physical or criminal abuse, the ministerial or program staff member will contact the following persons or entities promptly.

a. *911* if necessary

b. The child's parents (unless to do so would put the child in greater danger)

c. If deemed necessary by church leadership the Church Pastor or ministerial staff leader will contact Midwest Children's Resource Center of Children's Hospital 651-220-6750 to determine whether or not we need to report the potential abuse case.

8. The Church Pastor or a Trustee should contact our insurance carrier and possibly contact legal counsel if this is deemed necessary by church leadership.

9. The Chairman of the Deacons or member of the Deacon body.

10. Only the Church Pastor, Chairman of the Deacon body or a church appointed spokesperson will issue statements to the media regarding an accusation of abuse. All youth and children's ministry staff and volunteers should be aware of the symptoms of child sexual abuse and teen depression and

suicide. Refer to **APPENDIX A** for the signs and symptoms of sexual abuse, teen depression and suicide.

III. Administration

A. Children's Minister

1. The Children's Minister has responsibility for the nursery and the activities for children.
2. These responsibilities include special activities and off-church activities, their associated staff and volunteers, chaperones, organization, notification, transportation and any emergencies that may arise.
3. The Children's Minister will also have responsibilities for (WB) Wednesdays at Broadman for children.
4. In the event we do not have a current Children's Minister, volunteers may be assigned to oversee the various areas of our children's ministry. In such situations these leaders will function as program/ministerial staff over their assigned areas and will provide guidance to the ministry volunteers and overall ministry program.

B. Youth Minister(s)

1. The Youth Minister(s) have responsibility for Youth activities, including WB and off-church activities.
2. These responsibilities include the associated staff and volunteers, chaperones, organization, notification, transportation and any emergencies that may arise.
3. In the event we do not have a current Youth Minister. Volunteers may be assigned to oversee the various areas of our youth ministry. In such situations these leaders will function as program/ministerial staff over their assigned areas and will provide guidance to the ministry volunteers and overall ministry program.

C. Minister of Discipleship

1. The Minister of Discipleship has overall responsibility for all teachers and teaching done at any activity associated with Broadman Baptist Church, regardless of age group.
2. The Children's Minister and Youth Minister(s) are required to consult with the Minister of Discipleship on all teaching and curricular presentations, regardless of the activity or age group.
3. The Minister of Discipleship is the intermediate supervisor of the Children's Minister and Youth Minister(s). The Minister of Discipleship should work to help these ministries succeed and limit the involvement of the Church Pastor.

4. In the event we do not have a Minister of Discipleship, these responsibilities fall upon the Church Pastor.

D. Minister of Ministries

1. With respect to children and youth, the Minister of Ministries is responsible for recruiting and equipping for these ministries in cooperation with the Minister of Discipleship. The Minister of Ministries is responsible for working with the Children's Minister and Youth Minister(s) to place qualified volunteers into ministry positions.
2. In the event we do not have a Minister of Ministries these responsibilities fall upon the Church Pastor.

E. Youth Council

1. There will be a council established through normal church procedures that will act as an advisory/planning body for the Youth. The Youth Council should consist of the Youth Minister(s), parents, youth and others who feel called to minister to the youth.
2. The Ministers of Discipleship and Ministry should provide this council assistance and guidance as needed.
3. The Youth Council will submit youth plans to the Church Pastor and Church Council for final approval.
4. Members of the Youth Council must be approved by the Church Pastor, Minister of Discipleship and Youth Minister.

F. Church Council

1. With respect to the Children and Youth Ministry, the Church Council is an advisory body to the Church Pastor and will not otherwise be involved unless the Church Pastor deems it necessary.
2. The Church Pastor and Church Council should be informed and allowed to give guidance during the normally scheduled Church Council meetings pertaining to all upcoming youth activities.
3. In the event that a youth activity needs to be planned prior to the next Church Council meeting the Church Pastor or the Minister of Discipleship in his absence need to approve the event.

G. Church Pastor

1. As with all ministries, the Church Pastor should be kept informed of all activities.

2. With respect to the Children and Youth Ministry, the Church Pastor is the final line of authority in our church to oversee these ministries and activities.

IV. Life Impact Groups (Sunday School)

- A. The Minister of Discipleship and the Church Pastor will determine what Life Impact Groups are in session.
- B. There will generally be age group classifications, however, the group leaders and the ministers/pastor, will determine the most appropriate placement for each child or group of children.

V. Volunteer Process

- A. The following includes policies and procedures to help limit the risk of harm to our children, youth and volunteers involved in ministries of this congregation.

B. Volunteers assigned to leadership and/or supervisory responsibilities with children and youth refers, for example, to *Life Impact Group* teachers, small group and retreat leaders, nursery volunteers, choir directors and others involved in ongoing, active ministry programs. Also included are those who volunteer in high-risk one-time events, such as being overnight chaperones.

C. Six-month Involvement

1. Each person who offers to volunteer in a supervisory role with youth and children is asked to have been actively involved at Broadman Baptist Church for at least six months.
2. Actively involved means attending worship services and participating regularly in the ministries of the congregation and having had contact with a member of the ministerial or program staff.
3. Exceptions to this rule will be made only in consultation with the Church Pastor and at least one of the following: Minister of Ministries, Minister of Discipleship or Chairman of the Deacons.

D. Meeting with Staff Members

1. Each potential volunteer meets with a member of the ministerial or program staff to discuss the areas of ministry in which he/she would like to serve.
2. Staff will provide a copy of the **Handbook For Children and Youth Ministry** and will review all procedures.

E. Volunteer Forms

1. All ongoing, regular volunteers are required to read and sign *Forms I, II and III*.

2 One copy of each form is necessary for each volunteer, regardless of how many ministry programs in which he/she serves.

F. Background and Reference Checks

1. A member of the ministerial or program staff may call all listed references and check with police departments where the potential volunteer has lived.
2. Results and information received through background and reference checks may be used to determine ones eligibility to volunteer in ministries with youth and children.

G. Youth Volunteers

1. Broadman Baptist encourages young people to serve in our congregation as a means of living out their faith. A youth who is assisting in an area of ministry may count as part of the dual supervision requirement so long as it is approved by the church pastor, children's minister or minister of ministries. In the event these people are not available then the program/ministerial staff leader may make this decision. Youth volunteers are not subject to the above screening/selection procedure, unless approved as part of our dual supervision policy.
2. Youth are required to follow the policies and procedures described in this handbook along with all other volunteers.

H. Classroom Visitors

1. Parents or guests are encouraged to visit any ministry at Broadman Baptist and to offer support or assistance to the leaders as would be helpful.
2. A classroom visitor who has not completed *Forms I, II and III* is not counted as one of the two leaders in our *dual supervision* policy and that one will not be assigned leadership or supervisory roles of children.

Form I Application Form for Children and Youth Volunteers

Rev. 2-21-11



To be completed by all volunteers who wish to work with children or youth at Broadman Baptist Church.

Name

Thank you for expressing interest in serving our youth and children at Broadman Baptist Church. The ***Handbook for Children and Youth*** offers many descriptions of safeguards we hope will protect you and the children/youth you serve.

Please answer each question below. **Your responses will be kept confidential.**

Do you strive to meet the faith qualities for Children and Youth Ministry at Broadman Baptist Church? **Yes.** **No.**

Do you agree to observe all church policies and procedures, as outlined in this handbook regarding working with children and youth? **Yes.** **No.**

Have you been actively involved at Broadman Baptist Church for a minimum of six months? **Yes.** **No.**

Do you agree to report as outlined in the Procedures for Reporting and Responding to abuse in this handbook? **Yes.** **No.**

I have read the ***Handbook for Children and Youth*** and agree to observe the safeguards listed.

Signature

Printed Name

Date

Address

Telephone

E-Mail

Form II Church History, Prior Youth Work and Reference Request

Rev. 2-21-11



To be completed by all ongoing volunteers in any ministry with children or youth.

Name (Printed)

List the names, addresses and dates of membership of the last three churches you have regularly attended or list all churches you have regularly attended in the last five years.

List previous volunteer or paid work (in a church or any other institution) involving children and youth (list church/organization name and address, contact person, type of work performed and dates).

List gifts, callings, training, education or other factors that have prepared you for work with children and youth.

List the names and phone numbers of three personal or youth work references.

READ THE FOLLOWING THEN SIGN

As the subject of a Children's and Youth Ministries Volunteer reference check, your rights include:

To be informed that Broadman Baptist Church may request this check for becoming or continuing as an employee or volunteer.

To be informed (at my request) of any responses received from these references and to obtain a copy of them from Broadman Baptist Church.

To challenge the accuracy and completeness of any information obtained.

To be informed whether Broadman Baptist Church has denied your application because of the responses from any references.

The information contained on this form is correct to the best of my knowledge. I authorize any references, churches or organizations listed above to give you any information, including an opinion, they may have regarding my character and fitness for work with children and youth.

Signature

Date

Printed Name

Witness (Printed Name and Signature)

Date

Form III: Broadman Baptist Child Protection Act Background Check



To be completed by all paid staff and all volunteers in ministries with children or youth. Valid for any volunteer position with children throughout the program-year in which this is signed.

Volunteer Application
350 East Bath Road

Broadman Baptist Church
Cuyahoga Falls, OH 44223

Non-Profit Organization
(330) 923-6127

Because the position in which you are volunteering will require you to provide care, treatment, education, training, instruction or recreation to children or youth under the age of 18, Broadman Baptist Church may request the Bureau of Criminal Apprehension (**BCA**) to perform a background check under the currently applicable State of Ohio law. The background check may include and may not be limited to:

Murder
Felon Level Assault
Kidnapping
Criminal Sexual Conduct
Manslaughter
Arson
Any Assault Crime against a Minor
Prostitution-Related Crime

Have you ever been convicted of any of the crimes listed above? **No.** **Yes.** (If YES, attach a description of the crime and the particulars of the conviction.)

As the subject of a Children's and Youth Ministries Volunteer background check, your rights include:

To be informed that Broadman Baptist Church may request this check for becoming or continuing as an employee or volunteer and to determine whether you have been convicted of any of the above specified crimes or other crimes reported to Broadman Baptist Church as a result of this background check.

To be informed (at your request) of BCA's responses and obtain a copy of the report form from Broadman Baptist Church

To obtain from the BCA, any record that forms the basis for the report.

To challenge the accuracy and completeness of any information contained in the report.

To be informed whether Broadman Baptist Church has denied you application because of BCA's response.

Ohio statutes and the BCA require you to complete the following information in order to complete the background check. The following named individual has made application with Broadman Baptist Church for volunteering with children and/or youth under the age of 18:

Printed Full Name

Printed Full Maiden Name, Previous Name or Alias

Date of Birth

Sex **M** or **F**

Social Security Account Number (SSAN)

I authorize any federal, state or private agency, as contracted by Broadman Baptist Church, to disclose all criminal history record information to Broadman Baptist Church for the purpose of volunteering with children and youth in the ministries of this congregation. The expiration of this authorization shall be one year from the date of my signature.

Signature

Date

Revised 07-20-2009

Form IV: Release of Information



To be completed by all paid staff and all volunteers in ministries with children or youth. Valid for any volunteer position with children throughout the program-year in which this is signed.

I authorize the pastoral staff of **Broadman Baptist Church** to release any personal information regarding my background or references to the following individuals:

Any government or police authorities (only upon written request of said agency)

The pastoral staff of other churches that inquire as to my service or qualifications from Broadman Baptist Church.

The appropriate ministry leader(s) within Broadman Baptist church with the understanding of confidentiality of said personal information

Information will be shared only for the purpose of discussing the perspective volunteer relative to service in the children and youth ministries of Broadman Baptist Church. I hereby release any parties listed above from any and all liability resulting from such disclosure(s).

Signature

Date

Printed Name

Signature of Witness

Date

Form V: Children and Youth Ministry Permission and Release



To be filled out by any parent/guardian agreeing to allow his/her child to participate in children and youth activities conducted by **Broadman Baptist Church**, its ministries, its associated sister churches and churches and ministries judged suitable by the Church Pastor, Minister of Discipleship and, when necessary, the Church Council.

I am aware that as part of the **Children and Youth Ministry Handbook** policies, **Broadman Baptist Church** strives to provide dual supervision for children and youth participating in classes, programs, special programs and overnight activities. I am also aware, however, that single supervision of such events may be permitted by the Church Pastor or appropriate Ministry Leader.

In addition, certain overnight accommodations do not permit an adult chaperone in every room, cabin or tent. By my signature below, I consent to allow my child(ren) and/or youth to participate in the children and youth ministry activities of Broadman Baptist Church.

My signature below on this form, as parent or legal guardian, and the signature of my youth (6th grade and higher), indicates permission to participate in children and youth activities conducted by and associated with Broadman Baptist Church and that you and if necessary the youth, have read and agree with the section of this handbook relating to the use of alcohol and tobacco products.

Signature _____ Date _____

Printed Name _____

Youth Signature _____ Date _____

Signature of Witness _____ Date _____

Form VI: Specific Activity Permission Form



Rev. 2-21-11

To be filled out by the Parent or Guardian of all children and youth participating in any activity not held on the premises of **Broadman Baptist Church** or any activity not part of the regularly scheduled activities of **Broadman Baptist Church** such as concerts, special speakers and other outside entities conducting programs or teachings.

I,

Printed Name

certify that I am the legal parent or guardian of _____
Printed Name

and that I give my permission for him or her to participate in

Name of Event/Activity

Date and Time of Event/Activity

Signature

Date

Printed Name

Emergency Contact Number

E-Mail

Person to be contacted

List someone other than the youth's parent or guardian that is responsible for picking up the youth above at the event or at the church after the event.

Special instructions

Form VII: Specific Allergy and/or Medication Requirements Form



To be filled out by any parent or legal guardian of children or youth that wish church staff or volunteers to administer medication or treatments to the child or youth.

I,

Printed Name

certify that I am the legal parent or guardian of _____
Printed Name

and that I give my permission request that the staff or volunteer assigned to the permanent program or one-time event conducted by or in conjunction with a ministry of **Broadman Baptist Church**, administer to the child or youth listed above

Name of Medication(s)

for the treatment of

time(s) to be administered

I also understand that diligent attempts will be made to administer medications or treatments per your instructions, **Broadman Baptist Church** cannot be liable for any missed medications, dosages or time lapses.

By signing below I understand that it remains my primary responsibility to ensure medications are dispensed to my child or youth properly and by signing this form I release from all liability any staff or volunteer of **Broadman Baptist Church** from any such responsibility for dispensing medications to my child or youth.

Signature Date

Printed Name

Witness Signature Date

Special instructions

Form VIII: Medical Release Form

Rev. 2-21-11



This is CONFIDENTIAL and will only be used in a medical emergency.

Child's name _____

Address _____

Sex Male Female Date of Birth (mm/dd/yyyy) _____

Name of Parent or Guardian _____

Address _____

Telephone _____ Cell Phone _____

Emergency Contact

Name _____ Relationship _____

Address _____ Phone _____

Insurance information

Insurance Company _____ Policy Number _____

Family Doctor _____

Medical Release

I, the parent/guardian of _____, give permission to **Broadman Baptist Church** personnel to act on my behalf in case of a medical emergency and I cannot be contacted. I will not hold them legally liable. The medical concern of my child takes precedence.

Signature _____ Date _____

Printed Name _____

Telephone _____ E-Mail _____

Form IX: Parent/Youth Signature Form



I,

Printed Name of Youth

have read the information in the **Children-Youth Handbook** and will honor the guidelines contained within.

I,

Printed Name of Parent/Guardian of above Youth

have read the information in the **Children-Youth Handbook** and will honor the guidelines contained within.

Signature of Youth

Date

Signature of Parent/Guardian

Date

APPENDIX A

SIGNS AND SYMPTOMS OF DEPRESSION AND SEXUAL ABUSE

A feeling of being *down in the dumps* or really sad for no reason
A lack of energy or inability to complete simple tasks
Not being able to enjoy the things that used to bring pleasure
Feeling hopeless
Dark moods that continue for two weeks or longer
Not wanting to be around friends or family members
Feelings of irritability with angry outbursts or anxiety
(Irritability is especially common in kids and teens.)
Impulsive or erratic behavior
An inability to concentrate
A major weight gain or loss (or a failure to gain weight as expected) with too little or too much interest in eating
A significant change in sleep habits, for example, in falling asleep or in getting up
Self-hatred, cutting or other self-destructive behaviors
Feelings of guilt or worthlessness
Aches and pains even though nothing is physically wrong
A lack of caring about what happens in the future
Frequent thoughts about death or suicide
Giving away prized possessions

SIGNS AND SYMPTOMS OF DEPRESSION AND SEXUAL ABUSE

Self-destructive behavior such as reckless driving, drug abuse or promiscuity
Preoccupation with death
Giving away favorite belongings
Change in eating and sleeping habits or physical appearance
Personality changes
Complaints of being a bad person or feeling *rotten* inside
Give verbal hints with statements such as "I won't be a problem for you much longer."
Becomes suddenly cheerful after a period of depression
Shows signs of psychosis (hallucinations or bizarre thoughts)
Withdraws from friends, family and regular activities
Relationship problems with boyfriend or girlfriend
Violent actions, rebellious behavior or running away
Drug and alcohol use
Pregnancy
Always bored with difficulty concentrating or a having a decline in the quality of school work
Frequent complaints about physical symptoms, often related to emotions, such as stomach aches, headaches or fatigue
Loss of interest in activities that used to be enjoyed
Doesn't feel deserving of praise or rewards
Hopelessness/helplessness

REVISIONS

Revision 01 -- March 17, 2011 Most changes are *cosmetic* (corrections of spelling, punctuation added or deleted, grammar corrections, etc.); only those changes marked (*) change the guidance, procedures and administration of the handbook. Some changes were made on all pages in this Revision.

REFERENCE	REVISION
Most pages	Underline emphases removed so readers would not consider such active internet <i>links</i> ; footer data added
Several pages	ampersand (&) replaced with "and" for uniformity
Page 1	<i>Broadman-cross</i> added and text centered and re-spaced; revision data added
Pages 2-3	Most page numbers changed based upon re-formatting of text; labels changed to coincide with text of body
Page 4	Pastor's name changed to script; Scripture text emphasized; "Secondly" changed to "Second"; extra "Church Pastor" deleted
Pages 5-17	outline format added and spacing changed to fit pages
Many pages	redundant commas deleted in lists before final "or" or "and"
II, B	quotation marks removed
II, E, 2	plural spelling for "ministry" corrected
II, E, 3	"they will offer to meet with them" replaced with "meetings will be" for clarity
II, F, 6	correct form title added
II, H, 1	"rasher" changed to "rashes"; ", etc." changed to "and the like"; "an" changed to "and"
II, H, 4	redundant "area" deleted
II, I, 3	"some one" changed to "someone"
II, J, 1	"manor" changed to "manner"
II, I, 2 and 5	"mid drift" and "mid-drift" changed to "midriff"
II, J, 3	"bare" added
II, N, 4	capitalization corrected
II, N, 2	"driver" changed to "driver's"
II, Q, 4	"If" changed to "if" (capitalization)
II, Q, 10	* "Refer to APPENDIX A for the signs and symptoms of sexual abuse, teen depression and suicide." added
II, R, 3, b. 1)	"chaperons" changed to "chaperones"
III, E, 2	possessive changed to plural for "minister"
V	* mandatory annual completion of Form II removed
V, B, 5, b	"al" changed to "all"
V, H, 1	"guest" changed to "guests"
Pages 16-26	Actual FORMS incorporated, one per page
FORM I	"accomplished" replaced with "completed" in first paragraph
FORM I	* "potentially harmful situations" changed to "and responding to abuse" in the fourth question
FORM II	* a "witness signature" area added
FORM VI	* replaced "someone other than yourself" with "someone other than the youth's parent or guardian that is responsible for picking up the youth above at the event or at the church after the event."
FORM VIII	"Birthday" changed to "Date of Birth" and "age" field deleted
FORM IX	labeled so instead of "FORM VIII"
Page 27	* Appendix A added
Page 28	REVISIONS log added

Revision 02 – [not scheduled]

REFERENCE	REVISION
-----------	----------