

*NOTE: When adapting this model, it is essential to consult your insurance company and an attorney. State law and coverage vary. Once the policy is in place, periodic consultations will ensure that you have the information necessary to adapt to ongoing changes in state law and coverage*

## **POLICIES AND PROCEDURES FOR REDUCING THE RISK OF CHILD/YOUTH SEXUAL ABUSE AND SEXUAL HARASSMENT**

of the

Exton Community Baptist Church  
114 E. Swedesford Road  
Exton, PA 19341

### Introduction

Even as Jesus admonished his disciples to "let the children come to me," God calls us to make our churches safe places, protecting children, youth and adults from any form of sexual abuse or harassment. God calls us to create and be communities of faith where children, youth, and adults can grow to full maturity in Christ. Throughout biblical history, places of worship were considered treasured sanctuaries where people could worship in safety and harmony. And today, our churches are sanctuaries for all the children of God.

It is a fact of our current society that churches are not always safe places for everyone. Child/youth/adult sexual abuse, exploitation and ritual abuse sometime occur in churches, both large and small, urban and rural. As well, sexual harassment can exist within the framework of a local congregation. The problems cut across all economic, cultural and racial lines. They are not only real, but appear to be increasing. When it happens, the victim(s), their families, and the church family are torn apart by the emotional, relational, legal and monetary consequences following allegations of abuse. It is unlikely that we can completely prevent child abuse in every situation, nor can we guarantee there will never be any form of sexual harassment. Yet we can greatly reduce the risks of both by agreeing on helpful policies and procedures to prevent them from happening in our church.

### I. Purpose

The Exton Community Baptist Church family has prayerfully and purposefully established policies and processes to demonstrate our absolute and unwavering commitment to the physical, emotional and spiritual growth of our children, youth and adults. As a Christian community of faith, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of our children and youth, as well as adults who are employed by our church or who volunteer to minister with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers, whether employed or volunteer. We intend to implement prudent operational procedures in our programs and events. We are committed to educate those who minister with children and youth, or who are employed by our church regarding the use of appropriate policies. We will follow a clearly defined procedure for reporting a suspected incident of abuse or harassment that conforms to the requirements of Pennsylvania law. We will also inform those organizations,

groups and individuals who utilize our building and its facilities in any way of our policies and procedures, and receive from them in writing their understanding of, and adherence to them. If such groups and organizations have their own policy statement and procedure guidelines, a copy of such documents will be kept on file at our church.

## II. What Is Sexual Abuse?

In general, it includes any form of sexual contact or exploitation in which a person (child, youth or adult) is being used for the sexual stimulation of the perpetrator. In the case of child or youth abuse it is: "Any sexual activity with a child or youth - whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim" (National Resource Center on Child Abuse, 1992).

Sexual abuse may be violent or non-violent. It is criminal behavior that involves the victims in sexual behaviors for which they are not personally, socially and developmentally ready. There are two general categories that involve touching and non-touching aspects. Touching types of abuse include: fondling; oral, genital, and anal penetration; intercourse; forcible rape. Non-touching types include: verbal comments; pornographic materials; obscene phone calls; exhibitionism; allowing victims to witness sexual activity.

Sexual abuse is damaging, causing victims to be scarred for life. The consequences of sexual abuse plague most victims into and through adulthood. And if the abuse is perpetrated by those within the church who are trusted ministers and leaders (lay/clergy), lifelong religious confusion and deep feelings of enmity toward God and the church can occur.

## III. What is Sexual Harassment?

Sexual harassment may consist of sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- submission to such conduct is either explicitly or implicitly made a term or condition of employment or continued status in the church;
- submission to or rejection of such conduct by an individual is used as a basis for decisions affecting that individual's employment or continuing status in the church;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive environment (based on the declared judgment of the affected individual).

Sexual harassment can occur between church staff members, nursery school staff, including nursery school administration, teachers and aides, and among volunteer workers and other members and friends of the church during church sponsored activities. Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, preferential or derogatory treatment based on gender, unnecessary touching of an individual, graphic verbal

commentaries about the individual's body, sexually degrading words used to describe an individual, sexually explicit or offensive jokes, or physical assault.

#### IV. Policies

1. Prospective employees of the church (including both clergy and lay) must complete and sign an Employment Basic Information Form (Appendix B). The form will include employment history and references which will be checked by the church employment representative, namely the respective search committee.
2. Volunteers who will regularly be involved with childcare and youth activities must complete a Volunteer Basic Information Form (Appendix C). Information gathered will include past experience and references that will be checked by the respective search group.
3. As the first step in each leadership search process, paid staff and volunteer children/youth/adult workers will be interviewed by a trained church representative(s) to screen the applicant's history and interests, suitability, skill and training that may qualify the applicant to work with children and youth, and with other adults in the life of our church. References will also be secured as part of the interview process. A written record of the interview will be completed and kept in locked files, with access only through our pastor or moderator.
4. *A Pennsylvania Child Abuse History Clearance (CY-113)* report from the Pennsylvania Department of Public Welfare must be submitted by all potential paid staff and volunteer child/youth/adult workers. The \$10 fee will be refunded by the Exton Community Baptist Church if the respective person is cleared by the Department.
5. Prospective paid staff will submit a Pennsylvania State Police *Request for Criminal Record Check (SP4-164)* clearance. The \$10 fee will be provided by the Exton Community Baptist Church. If a prospective paid staff person currently resides outside of Pennsylvania, the same type of clearance document must be provided from the respective state of residence of that person.
6. Our pastor and appropriate search representative(s) have the right to select or deny any adult the opportunity of working with children or youth based on personal interview and abuse history check results. Individuals with a prior suspicion/accusation/conviction/guilty plea for child/youth/adult abuse, molestation or neglect will be excluded from ministry with those people, except for good cause shown, but may be offered opportunities to volunteer in other areas of the life of our church.
7. Volunteers are required to wait four months following their active participation in the life and ministry of our church before becoming involved in children or youth ministries.
8. We will strive to have church activities for children and youth supervised by at least two persons who are 18 years of age or older. Supervisors will have been screened and trained in our abuse prevention program. Written permission slips will be obtained from parents or guardians for overnight activities. This type of activity requires that same-sex chaperones be present if both sexes are participating.

9. Doors to activity rooms should be kept open whenever possible except for reasons of safety or excessive noise for all children and youth activities. Doors that need to be closed should be equipped with a glass opening for observation by responsible leadership.
10. If one-on-one counseling is needed, when possible, it should be conducted in an environment that provides visibility from other adults. In the case of counseling with children and youth, it should be conducted with the permission of the child/youth's parents or guardians, if reasonable.
11. Any known incidents or behavior, as well as inappropriate conduct or relationships should be reported to either our church's pastor or moderator, or if these persons are unacceptable or unavailable, the Chair of the Board of Deacons.
12. Computing and Network Ethics. All access to Exton Community Baptist Church owned computing facilities and connected data/phone networks must be approved by either the pastor or the secretary of our church. The pastor, the church secretary and any other authorized users are responsible for all functions performed from their network or Internet accounts. Passwords are not to be shared with unauthorized users, and users must logout of the network when finished with the facilities. It is against our church's policy for any type of abusive conduct to take place including: the placing of unlawful information in any of our systems; the sending or storage of abusive, obscene, harassing or fraudulent public or private email messages and/or materials; accessing or downloading of obscene/pornographic images or text or other materials in our systems; attempting to monitor another user's data communications; attempting to obtain another user's password; attempting to read, copy, change or delete another user's files or software without the prior permission of the owner; the use of church facilities for personal or non-church email; unsupervised browsing of the Internet.

## V. Procedures

Four critical areas of concern will be addressed under procedures. They include:

- V.I Clergy/volunteer Leader Selection
- V.II Children and Youth Supervision
- V.III Sexual Abuse or Harassment Reporting Procedures
- V.IV Responding to Allegations of Sexual Abuse or Harassment

### V.I Clergy/Volunteer Leader Selection

Our church's overall ministry and witness depends upon both those who are employed by our church, as well as a large number of congregational volunteers. Neither group exists without the other; yet the very diversity presents a challenge to provide effective screening procedures. Our church expects all who minister among us, both those who are employed and those who are volunteer ministers, to undergo a thorough screening process as a part of the job application procedure.

The screening of paid employees can be direct and straightforward. The screening of volunteers may present some obstacles. If our church is to provide a safe place for children, youth and workers - screening must be done.

Screening procedures include the following (copies of these instruments are found in the Appendix):

- Acknowledgment of Receipt of the Policy/Procedure Document - Appendix A
- Employment Basic Information Form - Appendix B
- Volunteer Basic Information Form - Appendix C
- Volunteer Reference Information Form - Appendix D
- Volunteer Reference Contact Form - Appendix E
- Procedures for the Personal Interview - Appendix F
- Procedures for securing a *Pennsylvania Child Abuse History Clearance*, and a *Pennsylvania State Police Request for Criminal Record Check* will be found in the list of policies, under #4 and #5.

#### V.II Children and Youth Supervision Procedures

Guidelines for all who minister with children and youth are found in Appendix G.

#### V.III Sexual Abuse/Harassment Reporting Procedures

When abuse or sexual harassment of any kind has occurred, or there is suspicion it has occurred, it is important that every member of our congregation take seriously the need to report to responsible church leaders what has happened in light of what they either observed or experienced. All aspects of the reporting process are to be considered highly confidential, and will be released only on a need-to-know basis.

##### 1. Initial Reporting of Suspicious Activity

- A. Any inappropriate conduct or relationship between a volunteer or paid employee and a child, youth or other adult should be reported immediately to either our pastor or moderator. Any church worker, whether volunteer or paid, or any member of the congregation should immediately report any suspect behavior to our pastor or moderator. If any member of the congregation is contacted by a person who feels he/she is a victim of harassment within the context of our church, this member should make immediate contact with either our pastor or moderator.
- B. This policy will also apply to inappropriate conduct between children and/or youth, if there is suspicion that a child/youth has been abused.

- C. This policy will also apply to inappropriate conduct between children and/or youth, if there is suspicion that a child/youth has been abused.
- witnessing the abuse of a child by anyone;
  - disclosure by a child that he/she has been abused or neglected;
  - suspicion that a child has been abused or neglected;
  - suspicion that an adult is undergoing spousal or other abuse.
- D. Our pastor and moderator are the two designated, responsible leaders of our church to whom all reporting of any inappropriate conduct should be directed. However, if there are allegations involving pastoral leadership, then the person reporting an incident should direct the communication to the moderator. If the allegation involves the moderator, the person reporting an incident should direct the communication to the pastor. It should also be noted that a policy and procedure document on clergy misconduct as provided by the American Baptist Churches of Pennsylvania and Delaware is filed in our church office. If the person reporting an incident feels the pastor or moderator are unacceptable to them for whatever reason, contact should be made with the Chair of the Board of Deacons.

## 2. Care of An Alleged Victim

- A. As soon as an allegation has been made to our pastor or moderator, their first priority is to provide care and support for the victim, and his/her family. The "Reporting Procedures," listed in #3 below, all need to be addressed; however, providing pastoral and other care for a victim and those who are family members or caregivers to that person becomes the number one priority of this congregation and its leaders.
- B. Our pastor and/or moderator should have pre-arranged agreements with one or more health professionals who can be called upon to become involved in providing counsel, guidance and whatever other type of assistance may be needed, depending on the age and circumstances of the victim and the situation.
- C. All costs related to providing professional assistance to a victim and his/her family will be borne by our congregation.
- D. If an allegation of abuse or harassment is brought forward, we know that the circumstances, needs and condition of persons caught up in the scenario cannot be predicted or described in advance. Suffice it to say that we entrust to our pastor and/or moderator the task of providing for the personal and family needs to the best of their ability, and to call upon professional assistance at whatever point they feel it is needed.

### 3. Reporting Procedures

- A. As soon as an allegation has been made to our pastor or moderator, contact should immediately be made with our church's attorney, and our church's insurance carrier.
- B. Any allegation reported to our church's leadership will be taken seriously. The person in contact with the victim should exhibit sincere concern and also self-control. The person receiving the contact should listen carefully to the victim, take notes if possible, but not interrogate him/her. The person should be neutral, and not make judgments. The person should offer the opportunity to meet with our pastor or moderator if they should so choose, and offer to accompany them for that contact. If this step is not chosen, the contact should immediately be reported to the pastor or moderator, and they will respond immediately and appropriately, addressing first the needs of the victim and his/her family or care-giving unit.
- C. Once the pastor or moderator is aware of an incident, an "Abuse Allegation Report" (see Appendix H) will immediately be prepared. The report will be documented as to the what, when, where, and how of the incident. All conversations, telephone calls, and any other contacts with the victim, accused, witnesses, and anyone else associated with the incident should be documented in accurate detail. Include date and time, parties involved, and what transpired.
- D. Once the report has been completed, the moderator will immediately call together a Review Committee (RC). It will consist of the pastor, the moderator, and a representative appointed by the moderator from the church council. If a mental health professional is a member of the congregation, this person should be asked to be available as a consultant to the RC. If none is available in the congregation, the pastor should be prepared to recommend a competent professional to be available to the RC. In the event that the claim includes an allegation of sexual abuse or harassment by the pastor, the moderator shall select a second member of the church council to serve on the RC, and the pastor will not at any time serve with the RC. If the claim includes an allegation against the moderator, the pastor shall select a second member of the church council to serve on the RC, and the moderator will not at any time serve on the RC.

### 4. How to Handle the Media During a Sexual Abuse/Harassment Situation

- A. The pastor will be the spokesperson for the church. If this is inappropriate, the Review Committee will select one articulate person as a spokesperson who is aware of the situation, and can present a clear statement of the church's position on sexual or other child abuse, sexual youth abuse and/or sexual harassment. Great care must be taken to protect the privacy and confidentiality of all involved.

- B. It is critical that only the designated person speaks for the church. Too many people involved with the media may confuse the issue, distort reality, and prove to be harmful to many.

5. Investigative Procedures

- A. The pastor or moderator will contact the church's attorney *prior* to answering any investigative questions from police, social service agencies, or the press.

V.IV Sexual Misconduct Response Procedures

Step 1 When the pastor or moderator has been notified of sexual misconduct allegations of any type, one or the other will immediately contact the church's legal counsel and insurance carrier. From this point on, great care must be given to document all of the church's efforts at handling the incident. The steps listed below may be revised or even deleted, and the timeline may be suspended or extended based on the advice of our legal counsel or insurance carrier.

Step 2 At the same time, the moderator will immediately call together the Review Committee (RC). The moderator will brief the RC on the allegations. If the accuser has provided a written account, it should be presented to the RC at this time. If no written account is available, then the moderator should brief the RC by sharing whatever is available from the Sexual Abuse/Harassment of Allegation Report. The moderator will also advise the RC that, if necessary at some point in the future, full cooperation will be given to civil authorities under the guidance of our church's attorney.

Step 3 At this meeting, the Chair of RC will appoint two advisors from the membership of the RC to serve as an Information Gathering Team who will meet separately, as soon as possible, with the accused and the accuser/victim. If the victim is a young child, great care should be taken to involve the child's family or guardians in dialogue and care-giving. Be sure they know the care and safety of the victim is the first priority.

Step 4 In consultation with the advisors, the RC will, as soon as possible, assess the need for support services for each party, and enable securing those services. It is important to note that parents or other close family members of both the victim and the accused may need special care and support at this time. Neither the RC nor the church family should prejudge the situation, but take the allegations seriously and reach out to the victim and the victim's family. Showing care and support will be a primary goal of our congregation.

- Step 5 The moderator will, as soon as possible after this first meeting, notify in writing the accused of the accusation/s; will notify the accuser/victim in writing of actions taken to date; and will notify in writing both the accused and the accuser/victim of the advisors assigned to work with each of them from the RC. All such communications shall be by registered mail, return receipt requested.
- Step 6 Under the guidance of our attorney, the moderator should also make at this time whatever notifications are legally required to law enforcement agencies or social service organizations.
- Step 7 Within 30 days of receipt of the initial report of the alleged misconduct, the Information Gathering Team will submit its recommendations in writing to the RC. The RC shall receive the recommendations, determine a course of action, and bring a full report within thirty days to the church council, if this is a realistic expectation. The church council must approve, revise or reject the recommendations within fourteen days.

THE EXTON COMMUNITY BAPTIST CHURCH  
ACKNOWLEDGMENT OF RECEIPT OF THE DOCUMENT TITLED:  
THE POLICIES AND PROCEDURES FOR REDUCING THE RISK OF SEXUAL ABUSE  
AND SEXUAL HARASSMENT

I hereby acknowledge that I have received on (date) \_\_\_\_\_ a copy of the Exton Community Baptist Church's document: *The Policies and Procedures for Reducing the Risk of Sexual and Abuse Sexual Harassment*, and that I have read the document, understand the policies and procedures stated therein, and agree to conduct myself in accordance with the intent of the document.

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

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

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



1. What gifts, experiences, skills and/or training do you possess that will assist you in carrying out the responsibilities in the position for which you are applying?

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2. When would you like to begin your employment with our church? \_\_\_\_\_

3. Since you might be involved in providing transportation for children and/or youth to activities off our church property, or in certain emergencies, please provide your driver's license number \_\_\_\_\_ and proof of insurance: Company \_\_\_\_\_ Policy # \_\_\_\_\_

4. Have you ever been convicted of, or pleaded guilty to any type of sexual abuse of children, or sexual harassment of any kind?

\_\_\_ Yes (if yes, please explain on a separate sheet of paper)

\_\_\_ No

5. The following questions may be sensitive to some individuals. You may choose not to answer these questions here, and discuss the answers in confidence with our church's pastor or moderator.

A. Do you use illegal drugs or abuse alcohol? \_\_\_ Yes \_\_\_ No

B. Have you ever been investigated for child neglect or abuse? \_\_\_ Yes \_\_\_ No

C. Has your driver's license ever been suspended or revoked? \_\_\_ Yes \_\_\_ No

D. Were you a victim of abuse or molestation while a minor? \_\_\_ Yes \_\_\_ No

6. Please provide your employment history, including at least your last three places of employment. If you are seeking your first employment position with this application, please provide any kind of employment reference you can, whether part time, babysitting, etc. Provide two references for each position you list, preferably including anyone who had supervision over your work and responsibilities. Provide name, address and telephone number for all references, including day and evening numbers.

A.

B.

C.

### My Commitment

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 may have regarding my character and fitness for employment by the Exton Community Baptist Church. In consideration of the receipt and evaluation of this application by your church, I hereby release 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 authorization, excepting only the communication of knowingly false information.

Should I be employed by the Exton Community Baptist Church, I agree to be bound by the Bylaws and policies of your church, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

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*Signature*

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*Printed Name*

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*Witness*

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*Date*

Please complete the following certification: I certify: a) that no civil, criminal or ecclesiastical complaint has been sustained or is currently pending against me for any form of sexual misconduct; b) that I have never resigned or been terminated from any employment or volunteer position for reasons related to alleged sexual misconduct; nor, c) that I have never been required to receive professional treatment for reasons related to sexual misconduct on my part.

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*Signature*

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*Printed Name*

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*Date*

**THE EXTON COMMUNITY BAPTIST CHURCH**  
Exton, Pennsylvania 19430  
**VOLUNTEER BASIC INFORMATION FORM**

It is the goal of the Exton Community Baptist Church to create a safe and secure environment for all people who participate in our church's programs and ministries. To assist us in attaining this goal, it is necessary to gather pertinent information from persons who are offering themselves as volunteer ministers with children, youth, and adults. The information provided on this form will be kept strictly confidential. It will be used for the sole purpose of helping our church provide a healthy environment for all who participate in our programs and use our facilities.

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Male \_\_\_ Female \_\_\_ Are you over 18? \_\_\_ Yes \_\_\_ No

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Do you currently: \_\_\_ attend regularly, but are not a member;  
\_\_\_ attend regularly and desire to become a member;  
\_\_\_ attend infrequently, but want to become more involved.

**Your Interests**

1. Do your interests in volunteering focus on:

- \_\_\_ ministry with younger children
- \_\_\_ ministry with older children
- \_\_\_ ministry with children of any age
- \_\_\_ ministry with junior highs
- \_\_\_ ministry with senior highs
- \_\_\_ ministry with youth of any age
- \_\_\_ ministry with adults

2. In a few words or sentences, please explain your interest and/or call to the type(s) of ministry in our church you checked above. What gifts do you bring to this ministry? \_\_\_\_\_

\_\_\_\_\_

3. When would you like to begin your ministry?

\_\_\_\_\_

4. What is the minimum length of time you can make such a commitment?  
\_\_\_\_\_
5. If you might be involved in providing transportation for children or youth to activities off our church property, please provide your driver's license # \_\_\_\_\_ and proof of insurance: Company \_\_\_\_\_ Policy # \_\_\_\_\_
6. Have you ever been convicted of, or pleaded guilty to a crime?  
 Yes (if yes, please explain on a separate sheet of paper)  
 No
7. The following questions may be sensitive to some individuals. You may choose not to answer these questions, and discuss the answers in confidence with our church's pastor.
- A. Do you use illegal drugs or abuse alcohol?  Yes  No
- B. Have you ever been investigated for child neglect or abuse?  Yes  No
- C. Has your driver's license ever been suspended or revoked?  Yes  No
- D. Were you a victim of abuse or molestation while a minor?  Yes  No

**Personal and Church History**

8. If you are not a member of our church, in which church are you currently a member? Please give name and address.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Give the names and addresses of other churches you have attended during the last ten years.  
 \_\_\_\_\_  
 \_\_\_\_\_

**Prior Children, Youth or Adult Ministry Experiences**

10. List previous church experiences you have had in children's ministries during the last ten years, indicate the age-level of the children, and explain your leadership role.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. List previous non church experiences you have had in working with children over the last ten years, and indicate what was your role.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. List previous church experiences you have had in youth ministries over the last ten years, indicate the age-level of the youth, and what was your role.

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13. List previous non church experiences you have had in working with youth over the last ten years, and indicate what was your role.

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14. List previous church or non church experiences you have had in adult ministries over the last ten years, and indicate what was your role.

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### My Commitment As a Volunteer

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 may have regarding my character and fitness for ministry with children or youth. In consideration of the receipt and evaluation of this application by the Exton Community Baptist Church, I hereby release 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 authorization, excepting only the communication of knowingly false information.

Should my application be accepted, I agree to be bound by the Bylaws and policies of the Exton Community Baptist Church, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

\_\_\_\_\_  
*Volunteer's Signature*

\_\_\_\_\_  
*Volunteer's Printed Name*

\_\_\_\_\_  
*Witness*

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

Please complete the following certification: I certify: a) that no civil, criminal or ecclesiastical complaint has been sustained or is currently pending against me for any form of sexual misconduct; b) that I have never resigned or been terminated from any employment or volunteer position for reasons related to alleged sexual misconduct; nor, c) that I have never been required to receive professional treatment for reasons related to sexual misconduct on my part.

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

\_\_\_\_\_  
*Printed Name*

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

THE EXTON COMMUNITY BAPTIST CHURCH  
VOLUNTEER REFERENCE INFORMATION FORM

Volunteer Name: \_\_\_\_\_  
Reference Name: \_\_\_\_\_  
Reference Address: \_\_\_\_\_  
Reference Telephone: \_\_\_\_\_

1. What is your relationship to the volunteer applicant?  
\_\_\_\_\_  
\_\_\_\_\_
2. How long have you known the volunteer?  
\_\_\_\_\_  
\_\_\_\_\_
3. How well do you know the volunteer? \_\_\_\_\_  
\_\_\_\_\_
4. In a few words or phrases, describe the volunteer.  
\_\_\_\_\_  
\_\_\_\_\_
5. How would you describe the volunteer's ability to minister/relate to children, youth, adults (circle which is appropriate)? \_\_\_\_\_  
\_\_\_\_\_
6. How would you describe the volunteer's ability to relate to other adult leaders?  
\_\_\_\_\_  
\_\_\_\_\_
7. How would you describe the volunteer's overall leadership abilities?  
\_\_\_\_\_  
\_\_\_\_\_
8. How would you feel about having the volunteer involved in ministry with your child or youth, or with other adults?  
\_\_\_\_\_  
\_\_\_\_\_
9. Does the volunteer have any characteristics that would negatively affect her/his ability to minister with children, youth, or adults? If so, please describe.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Do you have any knowledge that the volunteer has ever been convicted of a crime? If so, please describe.

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11. Do you know if the volunteer has ever been convicted of sexual misconduct, abuse, rape, harassment or any crime of a sexual nature?

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12. Please provide any other comments you would like to share with the Exton Community Baptist Church.

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Volunteer reference inquiry completed by:

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*Signature*

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*Date*

VOLUNTEER REFERENCE CONTACT FORM

The Exton Community Baptist Church requests all volunteers who wish to minister with the children, youth, or adults of our congregation to provide the names and pertinent information of three individuals who are not related to you by blood or marriage who can serve as references for you. Please select people who have known you for at least three years.

- 1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Length of time you have known reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_
- 2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Length of time you have known reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_
- 3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Length of time you have known reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

Agreement to Secure References: I hereby certify that the above information is true and correct. I authorize the Exton Community Baptist Church to make contact with the references I have listed above. I authorize the references to give you whatever information they may have regarding my character and fitness for ministry with children, youth, or adults.

If I am invited to become involved in ministry with children, youth or adults of the Exton Community Baptist Church, I agree to abide by and be bound by the policies of this church, and to refrain from inappropriate conduct in the performance of my ministry on behalf of the Exton Community Baptist Church.

I have read this *Agreement to Secure References* and am fully aware of what it means. I sign this consent freely and under no duress or coercion.

\_\_\_\_\_  
*Signature of Volunteer Applicant*

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

\_\_\_\_\_  
*Witness*

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

### THE EXTON COMMUNITY BAPTIST CHURCH PROCEDURES FOR THE PERSONAL INTERVIEW

The following procedure for a personal interview for employment or volunteer applicants to be involved in our church's ministry will be carried out by the pastor and moderator in the case of employment applicants, and by the pastor and Chair of the Board of Christian Education for volunteer applicants who will be ministering with children, youth and adults. If the position of pastor is vacant, then the moderator shall select another member of the church council to carry out interviews of prospective pastors.

#### The Interview

1. Verify and request a copy of the applicant's identification (i.e. driver's license for each state in which the applicant holds a valid license, etc.).
2. Review information on the application form; check to see if it is signed and complete.
3. Ask the applicant if there are any questions about the screening process thus far.
4. The interviewers should discuss open-ended questions referring to the applicant's interests, history, and any other material included in the application form.
5. Listen to the applicant's feelings and observations about the process in which he/she has become involved.
6. When the interview is completed, the interviewers will make comments about the interview on the application, and date and sign the form to show that the interview has been completed.

#### Follow-Up Steps

7. References must be contacted and results recorded on the Reference Contact Form.
8. Steps should now be taken to obtain a copy of a "Pennsylvania Child Abuse History Clearance," and a criminal record check.
9. Once the references and checks are complete, the two interviewers should meet to determine if the applicant can be recommended for volunteer ministry, or, in the case of employment by the church, recommended to be hired if the respective search committee chooses to do so. In the case of a search for pastoral leadership, however, the interviewers would report their findings to the church's appointed Search Committee.

#### Training of Paid/Volunteer Staff

10. Training of all applicants accepted for employment or volunteer ministry will then be scheduled. When completed, the trainer signs and dates a form to show that training is complete, and this form is kept on file.

**CHILDREN AND YOUTH SUPERVISION PROCEDURES**  
(Policies and Follow-Up Guidelines)

1. Volunteers who participate with children or youth at our church must observe the "two adult" rule. This requires two adults (at least 18 years old) to be present during any church activity. Exceptions may be when the child's parents or responsible church leadership give permission for a volunteer to be alone with a child, including transportation when necessary. Volunteers who, without their parents being present, are assisting with children, must be at least 13 years of age. Volunteers assisting with youth must be at least 18 years of age.
2. Volunteers are forbidden, without parental consent or notice to our pastor, to date or socialize individually with children or youth outside of the programs of our church.
3. All programs and activities shall be conducted in rooms with a clear view to the inside; if that is not possible, doors should be left open.
4. If one-on-one counseling is needed, when possible, it should be conducted in an environment that provides visibility from other adults. In the case of counseling with children and youth by either volunteers or pastor, it should be conducted with the permission of the child/youth's parents or guardians, if reasonable.
5. The pastor, Sunday School Superintendent and Chair of the Board of Christian Education shall make random, periodic checks of all areas of our church's facilities when programs and activities are underway.
6. Children shall not be dismissed from Kids Together until the worship service is over.
7. Children shall not be permitted to roam unsupervised in our church's facilities at any time. Parents shall be requested to drop off and pick up their children on time.
8. Nursery and toddler room volunteers shall adhere to an identification system for release of children to the proper adult.
9. Children below first grade shall only be released to a properly identified and pre-authorized adult.
10. Volunteers shall be instructed to introduce themselves to individuals who are wandering or loitering around areas where children/youth are present. Suspicious behavior shall be reported immediately to the adult responsible for programming or activities at that particular time.
11. If a child below first grade needs to leave the class, a volunteer (who may be an approved teenage assistant) shall accompany the child. If the child needs to use the restroom, the volunteer shall wait at the restroom for the child. The child shall be encouraged to complete all aspects of toilet care alone, with assistance given only when absolutely necessary.

12. If a child in first grade and above needs to leave the class, that child shall choose a same sex classmate to accompany him/her. Teachers shall monitor the length of time away from the classroom, and if excessive, immediately investigate.
13. Effective classroom management and discipline are expected of our teachers/leaders. If a child or youth's behavior is unacceptable, however, they need to know they are still loved and lovable. Teachers/leaders should clearly tell them what behavior is expected. Children should never be struck or physically forced to behave. Children should be guided in a quiet, gentle manner. It is not acceptable for teachers/leaders to scream at, use harsh language, or 'put down' a child or youth. Leaders should not withhold food and drink as a form of discipline.
14. A child shall never be forced to participate in an activity in which he/she does not feel comfortable. Children may sit on the sidelines and watch in full view of the leaders.
15. Church activities or outings, outside of the normal church calendar, shall be approved by our pastor. A log of such activities shall be kept in the church office.
16. On overnight activities, if male and female children/youth are involved, there must be at least one leader of each gender who has been screened and approved as a Volunteer. Separate changing areas must be designated for male and females and designated as off limits to members of the opposite sex. When leaders share sleeping accommodations with children/youth, each sleeping area must have a minimum of one leader and two children/youth. Care should be taken to ensure the privacy of children/youth. Parents of children/youth may accompany their child/youth on a trip or activity, but unless they are approved Volunteers of our church, they shall not act as supervisor of any child other than their own.
17. Proper displays of affection are an important means of demonstrating our love and concern for children and youth. Adult leaders should: use touching only in response to the need of the child/youth, and not the need of the adult; use touching only with the child/youth's permission - resistance from the child/youth should be respected; always avoid touching breasts, buttocks and groin areas (does not apply to nursery care); use touching in group or open settings, and not in secret; follow the rule that touching or other physical contact should be governed by the age and developmental stage of the child/youth; refrain from tickling, and never touch a child/youth under her/his clothing.
18. Secret groups or activities are not permitted.
19. Children/youth will be photographed/videotaped only while fully clothed and in situations which are in good taste and not embarrassing to the participants.

THE EXTON COMMUNITY BAPTIST CHURCH  
SEXUAL ABUSE/HARASSMENT ALLEGATION REPORT

Date Reported: \_\_\_\_\_ Time: \_\_\_\_\_  
To Whom Reported: \_\_\_\_\_  
By Whom Reported: \_\_\_\_\_  
Day/Night Telephone Number of Reporter: \_\_\_\_\_  
Name of Victim: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Date of Alleged Abuse/Harassment: \_\_\_\_\_  
Place of Alleged Abuse/Harassment: \_\_\_\_\_  
Brief Description of Alleged Abuse: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Review Committee Formation Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Members: \_\_\_\_\_  
\_\_\_\_\_

First Meeting of Review Committee - Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_