

Department \_\_\_\_\_  
Date Received \_\_\_\_\_  
Date Submitted \_\_\_\_\_

## Central Church of God

### BACKGROUND RELEASE FORM & CHILD PROTECTION POLICY

Churches have traditionally accepted the services of anyone expressing an interest in working as a volunteer with children or youth. Churches are by nature trusting and unsuspecting institutions. Asking sensitive questions of those who are giving their time and talent can be uncomfortable for church leaders. However, it only takes one case of child molestation to devastate a church and divide the congregation.

### Central's Preventive Goals

Prevention of child abuse for Central Church of God is threefold:

- 1.) To provide protective care for our children and youth.
- 2.) To maintain proper supervision and training for both compensated and volunteer youth and children's workers.
- 3.) To provide every precaution to protect Central Church of God against any liability in regards to child abuse.

### Policy Statement

- Persons who have been convicted of or pled guilty to physical and/or sexual abuse of children, or against whom such charges are pending, will not be allowed to work with children or youth.
- Persons who have been convicted of or pled guilty to other serious crimes against persons (rape, assault, etc.) or against whom such charges are pending, will not be allowed to work with children or youth.
- Church membership is required before being allowed to work with children or youth.
- Any other organization that is allowed to use the church facilities and that provide workers for children and youth events, must operate under adequate hiring and screening procedures as does Central Church of God. Such procedures must be submitted to and approved by administration before an event is approved.
- Any intentional omission or deletion of information requested on the "Unconditional Release" form will result in automatic suspension from any leadership role in the church.

---

Initials

- Central Church of God and its department leaders, pastors, or administrators reserve the right to restrict any worker from working with departments or groups within the church.

### Screening Procedures

1. Church Membership – All volunteers who supervise and disciple minors must be a member of Central Church of God prior to volunteer services. The initial step of the membership process will be the requirement to attend the membership orientation class.
2. Unconditional Release Application – All volunteers who provide supervision and discipline to minors shall complete an Unconditional Release Application. In the application, persons will be asked to provide personal information and authorize Central Church of God to conduct a confidential background investigation.
3. Pastoral Interview – After a favorable verification of all references and a completed background check, an interview is scheduled with the appropriate ministry supervisor.
4. Formal Commissioning – Once the applicant has successfully completed and has been approved in all screening procedures, he/she will be allowed to function in the capacity as a volunteer leader who supervises and disciple's minors under the direction of ministry staff.
5. All information provided in the screening process, as well as any information collected through the investigation, is to be considered confidential church property and will not be released to any other party, except on a need-to-know basis with approval of administration.

### Training Standards

- 1.) On-Site Training – All compensated and volunteers that work with minors will be required to attend training sessions regarding child abuse. Periodic training sessions will also be provided to update workers of any changes to Central Church of God's policies or state regulations.

Workers especially need to know the following:

- a. The definition of child abuse
- b. Sexual and physical abuse symptoms
- c. What constitutes inappropriate conduct
- d. Church policies that govern working with children and youth
- e. The civil and criminal consequences of misconduct
- f. Reporting procedures for observing suspect misconduct
- g. Rationale behind screening procedures

---

Initials

- 2.) Off-Site Training – Central Church of God requires that all workers that are compensated and work with minors, be trained in CPR and health related procedures that are necessary for their safety and care. All volunteer workers will be provided an opportunity for training advancement in CPR and health related procedures. Central Church will update all workers with current state policies and laws regarding working with minors, especially in the areas of child abuse protection.

### Supervision and Reporting Procedures

Churches can use reasonable care in selecting workers, but still be liable for injuries sustained during church activities on the basis of negligent supervision. Negligent supervision refers to a failure to exercise reasonable care during church activities by designated adult chaperones and supervisors. The following are supervisory policies and reporting procedures for Central Church of God:

- Two Adult Rule – A minimum of two adult supervisors should be present during any church activity. Preferably one of the adults would be a parent of one of the participating youth or children. The rule reduces the risk of abuse and reduces the risk of false accusations.
- Parental Permission – Parental permission is needed for all church sponsored programs or activities involving minors if leaving church property. This is documented with a Liability Release Form.
- Suspicious Behavior – Should there be inappropriate conduct or a relationship between an adult worker and a minor, they should be confronted immediately and reported to the appropriate ministry supervisor. Such incidents will be investigated by administration and its legal and investigative representatives.
- Advance Approval – All adult chaperones and supervisors must be cleared in advance by administration and departmental directors.
- Same Gender Prevention – Male leaders shall not be permitted to be alone for any reason with female minors. This includes rides to and from church and in an unsupervised situation on the church grounds and off the church property.
- Off-Campus Activities – If a person desires to plan an activity off campus, the following must be done:
  - Request permission from the appropriate department minister
  - Notify parents, in advance, of specific plans and receive permission in writing
  - Always have at least one other adult present

---

Initials

## Reporting Procedures

An effective reporting procedure enhances the effort to protect children. Child molesters will not remain in a church where workers are trained to identify symptoms of child abuse and are encouraged to report suspicious behavior.

1. All suspicious behavior or observed incidents should be reported immediately and directly to the appropriate ministry supervisor. All workers should report and document in writing any suspicious behavior or observed incident.
2. The appropriate ministry supervisor will need to report the incident within 24 hours to administration for consultation.
3. The department head or executive pastor will make verbal or written contact with local or State authorities within 48 hours of the incident. A formal written report must be completed by the person reporting the incident. This report will be for liability reasons and will be filed accordingly.
4. The ministry staff supervisor shall document the incident and include all steps taken in the course of handling the reported problem.
5. Reports from persons requesting to remain anonymous will be made by telephone in the presence of a witness to verify the details of the oral report.

## Allegations of Abuse

- Every allegation will be taken seriously. Adequate care and respect must be offered to alleged victims and alleged perpetrators until the allegation can be substantiated or cleared. During any such accusation, the accused can not work with minors until cleared.
- All procedures listed in the previous section of "Reporting" will be strictly followed.
- All records relating to the situation will be maintained in confidential files.
- All efforts in handling the situation will be carefully documented.
- The parents/guardians of the suspected victim will be notified immediately.
- The church liability insurer, investigative agency, and attorney will be notified.
- The safety and security of the child must be safeguarded before the person accused is confronted.
- An in-depth investigation will be carried out by the civil and investigative authorities rather than church personnel.
- The senior pastor, or his designee, will be the sole spokesperson for the church if the media is involved.
- Any person accused must be treated with dignity and support. That person will be immediately relieved of further responsibilities until the investigation is completed and allegations are cleared or substantiated.

---

Initials

## Staff & Volunteer Responsibilities

1. Once approved by the church to supervise and disciple minors, it is the responsibility of the adult worker to notify the respective department leader or administration if his or her status changes with regards to criminal activity. This includes being accused even though not convicted.
2. The adult worker will be removed from any leadership responsibility until totally cleared by local, state and/or federal authorities.

---

Initials

AGREEMENT & RELEASE FORM

In signing this form, I acknowledge that I have read and understand Central Church of God's "Child Protection Policy" in its entirety. I understand that the church must provide safety and protection for our minors. I unconditionally agree to hold Central Church of God, its officers, employees, or other agents blameless should any accusations be made against me. I understand the church has the responsibility and liability to report any allegations to local, state and federal authorities.

I have given complete and accurate information on the "Unconditional Release" form and understand that any false statements or omission on the application may be considered sufficient cause for rejection of the application or dismissal if already engaged in services for Central Church of God.

I understand the church reserves the right to disallow my services now or in the future. My services may be discontinued by Central Church of God at any time for any reason without advance notice.

I understand that my signature below holds Central Church of God, its officers, employees, or other agents harmless for any liability, personal damage or loss to me.

Print Full Name: \_\_\_\_\_

Signature as stated above: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Unconditional Release

Part 1

*Applicant: Please read carefully*

I, \_\_\_\_\_, hereby authorize a Applicant's first, middle, maiden and last name designated agent or representative of Central Church of God to receive any information pertaining to me which may be in the files of any state or local criminal justice agency, motor vehicle department, any agency offering a consumer investigative report, personal character information, education verification or employment information. I understand that all information collected is for employment/engagement purposes only. I understand that if I am offered a position with Central Church of God that my position may be terminated following an unfavorable report from either of the categories indicated below:

- ◆Education
- ◆Employment
- ◆Drivers History
- ◆Credit Report
- ◆Criminal History

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number (     ) \_\_\_\_\_

Cellular Phone Number (     ) \_\_\_\_\_

Work Phone Number (     ) \_\_\_\_\_

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

*Please list any other address at which you have lived during the last five years:*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

REQUIRED

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

If hired/engaged, I agree to comply with all rules, policies, procedures and directives of Central Church of God (CCOG). I hereby affirm and declare that all the foregoing statements are true and correct, and I have not knowingly withheld any fact that would, if disclosed, affect my application unfavorably. I hereby authorize CCOG to conduct any non-medical investigation it deems necessary with respect to information set forth with their opinions on these matters without any liability for any damages whatsoever caused either directly or indirectly by giving or receiving such information or opinions. IO authorize any former or present employer, schools, colleges and universities, personal references and/or any other person(s), to give any information they have concerning my character and employment record. I hereby unconditionally release any named or unnamed information provider from any and al liability resulting from the furnishing of any such information.

More specifically, I hereby authorize the Sheriff and/or Chief of Police, and/or any and all members of any Police or Sheriff's Department in any local areas where I have lived and/or worked; or any other concerned law enforcement agency, to furnish any information they may have concerning me which they have on record or otherwise. I hereby release the Sheriff and/or Chief of Police and/or any and all members of the aforesaid Police or Sheriff's Department any other law enforcement agency, wherever situated, from any and all liability resulting from the furnishing of this information. It is understood that any false statement or omission on this application may be considered as sufficient cause for rejection of this application, or dismissal, if already employed/engaged by Central Church of God.



Reference Form

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

Central Church of God's insurance carrier request that we have a minimum of four references. Two references should be of an institutional nature (i.e. former employers or other organizations at which the individual has volunteered) as opposed to personal friends or relatives. The remaining two references should include Central Church staff personnell, Central Sunday school teachers and/or members of Central Church that may attest to your character & involvement at Central Church. All four persons serving as a reference should be individuals that you have known for some length of time.

**Reference #1**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone #:( ) \_\_\_\_\_ Business Phone #:( ) \_\_\_\_\_

Occupation: \_\_\_\_\_ Years known: \_\_\_\_\_

Office only: Staff conducting the interview: _____  Date & time reference was contacted: _____  Comments: _____ _____ _____
--

**Reference #2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone #:( ) \_\_\_\_\_ Business Phone #:( ) \_\_\_\_\_

Occupation: \_\_\_\_\_ Years known: \_\_\_\_\_

Office only: Staff conducting the interview: _____  Date & time reference was contacted: _____  Comments: _____ _____ _____
--

**Reference #3**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone #:( ) \_\_\_\_\_ Business Phone #:( ) \_\_\_\_\_

Occupation: \_\_\_\_\_ Years known: \_\_\_\_\_

Office only:  
Staff conducting the interview: \_\_\_\_\_

Date & time reference was contacted: \_\_\_\_\_

Comments: \_\_\_\_\_

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

#### Reference #4

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone #:( ) \_\_\_\_\_ Business Phone #:( ) \_\_\_\_\_

Occupation: \_\_\_\_\_ Years known: \_\_\_\_\_

Office only:  
Staff conducting the interview: \_\_\_\_\_

Date & time reference was contacted: \_\_\_\_\_

Comments: \_\_\_\_\_

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