

CHILD/YOUTH VOLUNTEER INFORMATION FORM
Calvary United Methodist Church
1700 N. Towanda Ave.
Normal, IL 61761

This application is to be completed by all applicants for any volunteer position involving the supervision or custody of minors. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. This is not an application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. This confidential form will be filed at Calvary United Methodist for authorized inspection only.

Date: _____

Name:

Last _____ First _____ Middle _____

Present Address: Street _____

P.O. Box _____

City _____ State _____ Zip _____

Phone: Daytime _____ Evening _____

References: Please list two personal references (people who are not related to you by blood or marriage) and provide a complete address and phone number for each. References are confidential.

1. Name: _____

Address: _____

Phone: _____

Daytime

Evening

Relationship to Reference: _____

2. Name: _____

Address: _____

Phone: _____

Daytime

Evening

Relationship to Reference: _____

Church History and Prior Children/Youth Work

Name of church of which you are a member _____

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

List previous church work involving children/youth (list each church's name and address, type of work performed, and dates)

List all previous non-church work involving youth (organization's name and address, type of work performed, and dates)

List any gifts, callings, and education that have prepared you for work with children or youth:

Have you ever been convicted of or plead guilty to a felony? (if yes, please explain)

Yes_____ No_____

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? Yes ___ No ___ (if yes, please explain)

Were you a victim of abuse or molestation as a minor? Yes ___ No ___

(If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with a pastor. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant.)

Do you have a current driver's license? Yes_____No_____

Current driver's license number_____

Have you been convicted of or plead guilty to a traffic offense in the last 5 years? Yes ___ No ___

(if yes, describe all convictions in the last 5 years.)

SS#_____

The information in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (*including opinions*) that they may have regarding my character and fitness for children/youth work. I release all such references from any liability for furnishing such evaluation to you, provided they do so in good faith and without malice. I waive any right that I may have to inspect references provided on my behalf.

Signature of Applicant_____Date_____

Witness_____Date_____

Participation Covenant

The congregation of Calvary United Methodist Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been indicated by DCFS and/or convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of our church's ministers before accepting an assignment.
3. All adult volunteers involved with children or youth of our church should be actively attending worship before beginning a volunteer assignment.
4. Adult volunteers with children and youth shall observe the "Two-Instructor-Rule" (meaning that there should always be 2 adults with our children or youth).
5. Adult volunteers with children and youth shall attend training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

I have read this **Participation Covenant**, and I agree to observe and abide by the policies set forth above.

Signature of Participant _____ Date _____

Print Full Name _____

CHILD PROTECTION POLICY

Calvary United Methodist Church

Mission Statement

Calvary United Methodist Church's stated purpose is "Therefore go and make disciples of all nations, baptizing them in the name of the Father and the Son and of the Holy Spirit." Matthew 28:19. In support of that mission, all of our ministries with children and youth will be committed to demonstrating the love of Jesus Christ so that each child will be "surrounded by steadfast love, may be established in the faith, and confirmed and strengthened in the way that leads to life eternal." ("Baptismal Covenant II," *United Methodist Hymnal*, p.44)

Introduction

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child sexual abuse in the church. The adopted resolution includes the following statement:

Jesus said, "Whoever welcomes [a] child, welcomes me." (Matthew **18:5**). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, "If any of you put a stumbling block before one of these little ones..., it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea." (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that "children must be protected from economic, physical and sexual exploitation, and abuse."

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse (ritual abuse refers to abusive acts committed as part of ceremonies or rites, ritual abusers are often related to cults, or pretend to be) occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches.

Virtually every congregation has among its members adult survivors of early sexual trauma. Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. (From *The Book of Resolutions of The United Methodist Church 1996*. Copyright 1996 by The United Methodist Publishing House. Used by permission. [pp. 384-386])

Thus, in covenant with all United Methodist congregations, we adopt this policy for the prevention of child abuse in our church.

Purpose

Calvary UMC's purpose for establishing this Child Protection Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our children and youth.

Statement of Covenant

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children and youth as well as all of the workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers with children and youth regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

PROCEDURES FOR WORKER SELECTION

1. All workers with children and youth, full-time or part-time, compensated or volunteer, including clergy, will undergo a thorough screening process. The staff person/persons responsible for the event must ensure that all workers comply with this policy. The primary screening procedure will consist of the following components:
 - An employment application (paid employees)
 - A Confidential Volunteer Information Form (paid and volunteer employees). All volunteers and paid staff in ministries with children and youth must complete this form, the purpose being to serve as a background certification process to protect the children and the individual volunteer.
 - A personal interview
 - i. We will interview all potential paid employees.
 - ii. We reserve the right to interview potential volunteers.
 - Reference checks
 - i. We reserve the right to contact references and prior churches listed on the Confidential Volunteer Information Form and a written record will be made of that contact.
 - Criminal records background check
 - i. All workers (paid and volunteer) must sign an authorization for a criminal background check and DCFS check of the Child Abuse and LexisNexis.
2. All workers with children and youth (paid and volunteer) must be 13 years of age or older and have been confirmed through child protection training. We will have at least two teachers/leaders at all activities for children and youth (KidVenture Sunday school, Kids Worship, KidVenture at Night, Wild at Heart, Girls of Grace, POP, Youth Sunday school, Confirmation class, all special events, etc.) Children under the age of 13 may assist with two adult leaders.
3. All volunteers and paid staff working with children and youth should be five years older than the age level with which they work.

4. All adult volunteers working with children and youth should be actively attending worship at Calvary United Methodist Church. Special consideration will be given to non-member college students who are used in resource/support roles. In addition to the primary screening process, written recommendations from a pastor and a lay person in their home church who have worked with them for at least six months will be required.
5. It is our goal that individuals not serve until the screening and training process is complete and a statement of covenant to abide by Calvary United Methodist Church policies is signed.
6. We will not knowingly allow individuals who have been convicted of or plead guilty to or have a DCFS indicated report related to child abuse (sexual, physical, emotional) to work with children or youth.
7. A confidential file of all volunteer and paid workers shall be maintained in a locked file drawer. The applications will be screened by the staff person responsible for that program area.
8. The Director of Children's Ministries, Director of Youth Ministries and Early Childhood Coordinator shall maintain a list of approved child care providers who have completed the primary screening procedure.

PROCEDURES FOR WORKER TRAINING AND SUPERVISION

1. All staff will receive training regarding the signs of child abuse, including child sexual abuse, and the church policy for the prevention of and reporting of child abuse. (People who do not attend the in-service training will be asked to read the materials and sign that they have read them.)
2. It is our goal, for the safety of the volunteers and the children, that two adults be present at all activities involving children and youth. If there are only two adults present, we recommend that they not be members of the same immediate family.
3. Written consent of a parent or guardian is required in advance if a child or youth will be traveling with or will be in the company of one adult supervisor or chaperone.
4. Special attention must be given to overnight activities and group activities away from the church. Two adults should be present at all activities. For adequate supervision, it is recommended that there be one adult for every 4-6 children in grades 1-5, one adult for every 5-7 youth in grades 6-8, and one adult for every 6-8 youth in grades 9-12.
5. It is our goal to eliminate any high risk areas within the church facility. All nursery, classroom, and office doors will have windows. Children and youth should be seen at all times by observers.
6. Any worker assisting a child in using the bathroom must leave the bathroom door ajar during their assistance. Children who are using the bathroom independently may have the door closed.

7. The three nurseries: Nursery A, Nursery B and Nursery C rooms will use procedures requiring that children be released only to the person with the appropriate tag.
8. Any child in Third Grade or under must be accompanied by a responsible party to Calvary sponsored activities. That party may be a parent, or another person designated by the parent, such as an older sibling. Upon leaving the child at a church sponsored activity, the parent is required to sign in the child. When a “tag” system is used, the parent will be given a tag with the child’s name. That tag will be required to pick up the child. Whomever the parent designates to pick up the child must present the tag in order for the child to be released. In the event of a misplaced tag, the supervisor of the program must make the decision of whether or not to release the child. (For example, the Director of Children’s Education, Early Childhood Coordinator, a minister, etc.)
9. In the event of suspected, reported or discovered child abuse or violation of the Child Abuse Prevention Policy of Calvary United Methodist Church volunteers or paid staff shall immediately notify the director of that program (youth, education, childcare) or a pastor.

RESPONDING TO ALLEGATIONS OF ABUSE

The official spokesperson for Calvary United Methodist Church shall be the Directing Pastor or his or her appointee. All inquiries or requests for information from the media, attorneys or any other parties shall be referred to the official spokesperson. No other person than the official spokesperson is to release any information regarding any alleged incident of child abuse without the express approval of the official spokesperson or his or her appointee.

Do not prejudge the situation. Take the allegations seriously and reach out to the victim and the victim’s family. Showing care and support helps to prevent further hurt and extend whatever pastoral resources are needed. Remember that the care and safety of the alleged victim are the first priority. In some situations, churches have responded in a negative or non-supportive manner to the alleged victim. This can increase the anger and pain of the alleged victim and the victim’s family. Future reconciliation will be more difficult and the possibility of damaging litigation increases.

If an allegation occurs, follow these guidelines:

1. Secure the safety of the child or youth involved.
2. Notify a pastor, and if the pastor is accused, notify the District Office, and staff person related to the area when an incident takes place.
3. Do not confront the accused until the safety of the child or youth is secured and the staff person related to your area of concern is notified.
4. The parents or legal guardians of the child or youth involved in any incident are to be contacted immediately by the Directing Pastor or his or her appointee.
5. The official spokesperson shall immediately report any alleged incident of child abuse to the church attorney, the insurance carrier, the District Superintendent, and the Department of Children and Family Services.

6. The official spokesperson shall contact the proper civil authorities following the guidance of the church attorney, insurance company and District Superintendent. Do not attempt an in-depth investigation. This should be left to professionals who are familiar with these cases.
7. Treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his or her duties until the investigation is finished and the person is cleared by the authorities. If the person is a paid employee, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
8. Document all efforts in handling the incident. Any individual or individuals observing an incident shall begin a written record of the actual event and all subsequent activities pertaining to the people involved. Each witness is to compile a written record independently of others. Copies of all written reports are to be given to the Directing Pastor and maintained in a secure and confidential file.
9. Upon notification, the Directing Pastor or his or her appointee is also to begin a written record describing the incident, noting the time and the process of notification. This record shall contain all information gathered, and the process used in gathering the information.
10. Verify that a report has been made on the incident to your church insurance company, attorney and District Superintendent. Do not try to handle any incidents without professional outside assistance.
11. Use a prepared public statement, based on the child protection policy, to answer the press and to convey news to the congregation. This public statement should be given by the official spokesperson or his or her appointee. Be careful to safeguard the privacy and confidentiality of all involved. (Refer to page 58 in the guidebook, *Reducing the Risk of Child Sexual Abuse in Your Church*, on “Preparing a Position Statement”).
12. If it is alleged that a pastor was a perpetrator of abuse, contact the current Staff-Parish Relations Chairperson and the District Superintendent immediately. Procedures are outlined in the 2004 Book of Discipline and the 2007 Illinois Great Rivers Conference Journal and Yearbook for these persons. The Vermillion District Superintendent’s address and phone number are: Rev. Dr. Keith J. Zimmerman, District Superintendent, 110 West Water, Pontiac, Illinois 61764, Office 815- 844-3530, Home: 815- 844-5885. The S-PRC Chairperson’s address and phone number may be requested from the church office.

REPORTING REQUIREMENTS

According to Illinois law, church employees and volunteers are permissive reporters. They may report suspected child abuse and neglect if they choose. (1-800-252-2873) The following excerpts are from the Abused and Neglected Child Reporting Act.

Abused and Neglected Child Reporting Act (Section 6)

Published as a public service by the Department of Children and Family Services

Definitions:

“Abused child” means a child whose parent or immediate family member, or any person responsible for the child’s welfare, or any individual residing in the same home as the child or a paramour of the child’s parent:

- a. inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental *means*, which causes death, disfigurement, impairment of physical or emotional health or loss or impairment of any bodily function;
- b. creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health or loss any bodily function;
- c. commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961, as amended, and extending those definitions of sex offenses to include children under 18 years of age;
- d. commits or allows to be committed an act or acts of torture upon such child; or inflicts excessive corporal punishment. .

Person responsible *for* the child’s welfare means the child’s parent; guardian; foster parent; any person responsible for the child’s welfare in a public or private residential agency or institution; any person responsible for the child’s welfare within a public or private profit or not for profit child care facility; or any other person responsible for the child’s welfare at the time of the alleged abuse or neglect, or any person who came to know the child through an official capacity or position of trust, including but not limited to health care professionals, educational personnel, recreational supervisors, and volunteers or support personnel in any setting where children may be subject to abuse or neglect.

Reporting Suspected Abuse

Any person may make a report if such person has reasonable cause to believe a child may be an abused child or a neglected child....

All reports of suspected child abuse or neglect made under this Act shall be made immediately by telephone to the central register on the single, State-wide, toll-free telephone number, or in person or by telephone through the nearest Department office.

Wherever the Statewide number is posted, there shall also be posted the following notice:

“Any person who knowingly transmits a false report to the Department commits the offense of disorderly conduct under subsection (a)(7) of Section 26-1 of the Criminal Code of 1961. A first violation of this subsection is a Class A misdemeanor, punishable by a term of imprisonment for up to one year, or by a fine not to exceed \$1,000, or by both such term and fine. A second or subsequent violation is a Class 4 felony. ...The Department shall within 24 hours orally notify local law enforcement personnel and the office of the State’s Attorney of the involved county of the receipt of any report alleging the death of a child, serious injury to a child including, but not limited to, brain damage, skull fractures, subdural hematomas, and internal injuries, torture of a child. .

There shall be a single State-wide, toll-free telephone number established and maintained by the Department which *all* persons, whether or not mandated by law, may use to report suspected child abuse or neglect at any hour of the day or night, on any day of the week Immediately upon receipt of such reports, the Department shall transmit the contents of the report, either orally or electronically, to the appropriate Child Protective Service Unit. Any other person may use the State-wide number to obtain assistance or information concerning the handling of child abuse and neglect cases.

ABUSE HOTLINE 1-800-252-2873; Local DCFS 309- 828-0022

Employer Discrimination

No employer shall discharge, demote or suspend or threaten to discharge, demote or suspend, or in any manner discriminate against any employee who makes any good faith oral or written report of suspected child abuse or neglect, or who is or will be a witness or testify in any investigation or proceeding concerning a report of suspected child abuse or neglect.

Reporter Testifies

Any person who makes a report or who investigates a report under this Act shall testify fully in any judicial proceeding resulting from such report, as to any evidence of abuse or neglect, or the cause thereof....

excerpts from the Abused and Neglected Child Reporting Act (Section 6), sub sections 3, 4, 7, 9, 10. The document published as a public service by the Illinois Department of Children and Family Services.

APPENDIX I

TYPES OF CHILD ABUSE

1. Physical Abuse

Abuse in which a person deliberately and intentionally causes bodily harm to a child. Examples may include violent battery with a weapon (knife, belt, strap and so forth), burning, shaking, kicking, choking, fracturing bones and any of a wide variety of non-accidental injuries to a child's body.

2. Emotional Abuse

Abuse in which a person exposes a child to spoken and/or unspoken violence or emotional cruelty. Emotional abuse sends a message to the child of worthlessness, badness and being not only unloved but undeserving of love and care. Children exposed to emotional abuse may have experienced being locked in a closet, being deprived of any sign of parental affection, being constantly told they are bad or stupid or being allowed or forced to abuse alcohol or drugs. Emotional abuse is often very difficult to prove and is devastating to the victim.

3. Neglect

Abuse in which a person endangers a child's health, safety or welfare through negligence.

Neglect may include withholding food, clothing, medical care, education, and even affection and affirmation of the child's self-worth. This is perhaps the most common form of abuse.

4. Sexual Abuse

Abuse in which sexual contact between a child and an adult (or another older and more powerful youth) occurs. The child is never truly capable of consenting to or resisting such contact and/or such sexual acts. Often, the child is physically and psychologically dependent upon the perpetrator of the abuse. Examples of sexual abuse may include fondling, intercourse, incest and the exploitation of and exposure to child pornography or prostitution.

5. Ritual Abuse

Abuse in which physical, sexual or psychological violations of a child are inflicted regularly, intentionally and in a stylized way by a person or persons responsible for the child's welfare. The abuser may include cruel treatment of animals or repeated threats of harm to the child, other persons and animals. Reports of ritual abuse are often extremely horrifying and may seem too grim to be true. Children making such reports must not be ignored.

SEXUAL ABUSE

1. Definition

Child sexual abuse may be violent and/or non-violent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for his/her actions. Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, emotionally, socially and developmentally ready.

The Illinois Department of Children and Family Services (DCFS) defines child abuse as the mistreatment of a child under the age of 18 by a parent, caretaker, someone living in the child's home or someone who works with or around children. The mistreatment must cause injury or must put the child at risk of physical injury. Child abuse can be physical (such as burns or broken bones), sexual (such as fondling or incest) or emotional.

Sexual abuse includes behaviors that involve touching and non-touching aspects. Types of sexual abuse that involve touching include:

- * Fondling
- * Intercourse
- * Oral, genital and anal penetration
- * Forcible rape

Types of sexual abuse that do not involve touching include:

- * Verbal comments
- * Exhibitionism
- * Pornographic videos
- * Allowing children to witness sexual activity
- * Obscene phone calls

2. Symptoms of Sexual Molestation

Physical signs may include:

- * Lacerations
- * Difficulty in urination
- * Nightmares
- * Discomfort when sitting
- * Irritation, pain or injury to the genital area
- * Torn or bloody underclothing
- * Venereal disease

Behavioral signs may include:

- * Anxiety when approaching a particular church or nursery area
- * Nervous or hostile behavior towards adults or certain individuals
- * Sexual self-consciousness
- * "Acting out" of sexual behavior
- * Withdrawal from particular activities and friends

Verbal signs may include the following statements:

- * I don't like (a particular person)

- * (A particular person) does things to me when we're alone
- * I don't like to be alone with (a particular person)
- * (A particular person) fooled around with me or touched me

3. The Profile of a Molester

- * Is not stereotypical
- * Over 80% of the time, the abuser is someone known or trusted by the victim
- * Most abuse takes place within the context of an ongoing relationship
- * The usual offender is between the ages of 20-30 years
- * 20% of sex offenders begin their activity before the age of 18 years
- * Child abusers often are married and have children
- * Are most often trusted adults, male or female, who can easily mislead children

4. The Extent of Liability

“Churches are no ‘guarantors’ of the safety and well-being of children. They are not absolutely liable for every injury that occurs on their premises or in the course of their activities. Generally, they are responsible only for those injuries that result from negligence.”

RESOURCES

Reducing the Risk of Child Sexual Abuse in Your Church, Richard Hammar, Steven W. Klipowicz, & James F. Cobble, Jr. A kit which includes guidebook, training manual, video and audio tapes. 1993, Church Law and Tax Report.

Safe Sanctuaries Reducing the Risk of Child Abuse in the Church, Joy Thornburg Melton. 1998, Discipleship Resources.

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Approved by the Children's Education Committee at Calvary United Methodist Church
September 10, 2007