

# **Guidelines for Ministry Workers**

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*Children and Youth Workers*

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# TABLE OF CONTENTS

Introduction .....	4
Policy and Procedures.....	5
Lifestyle Statement .....	11
Sample Forms	
Notice of Injury.....	12
Ministry Application .....	13

# INTRODUCTION

This booklet has been created by the leadership of Brookside Church, in cooperation with Brotherhood Mutual Insurance Company, for the benefit and protection of all individuals involved in the ministries of Brookside Church, as well as for the ministry itself. The threat of physical and sexual abuse is a genuine source of concern for all religious and not-for-profit organizations, particularly those that supervise or interact with children, youth, or the disabled. It is an unfortunate fact that physical and sexual abuse can and does occur in connection with religious and charitable ministries. The results can be devastating to the ministry, as well as to the individual victim. It is for this reason - the protection of this ministry and those in our care - that we have developed this resource.

We recognize that every ministry is different, and its policies and procedures must address the particular needs of that organization. We believe that you will find the materials in the booklet valuable as you familiarize yourself with Brookside Church. We are also committed to the ongoing process of reviewing and updating these existing policies and procedures to make sure that they remain current to the ministry's needs, as well as changes in the legal environment.

Brookside Church  
Education Team

# Brookside Church

## *Policy and Procedures for Employees and Volunteer Workers*

### **Policy Statement**

In order to provide as safe and secure an environment as possible for our ministry family and to minimize the ministry's and volunteer worker's vulnerability to unwarranted accusation, the following procedures have been adopted and will be strictly enforced.

### **Volunteer Worker Screening Procedures**

1. Prior to consideration for a position, any candidate who may be working with children, youth, or the disabled will complete and return an initial "Ministry Application."
2. The "Ministry Application" will be carefully reviewed by a pastor or their designee to make certain that the candidate will be appropriate for the ministry position, based on the information provided.
3. If the candidate appears to be appropriate for the ministry work, then reference checks may be performed to confirm the information provided on the "Ministry Application."
4. Any information indicating that a candidate poses a threat to others or has any prior history of physical or sexual abuse directed against another person will result in the immediate removal of the individual candidate from consideration for a ministry position with this organization.
5. A criminal background check will be performed through a state law enforcement agency with respect to any candidate seeking to work with children, youth, or the disabled.

# Employee Screening Procedures

1. The same procedure set forth for volunteer workers will apply to all potential employees regardless of the ministry position for which they are being considered.
2. In addition, a criminal background check will be performed through a state law enforcement agency with respect to all candidates for employment.
3. Any information indicating that a candidate poses a threat to others or has any prior history of physical or sexual abuse directed against another person will result in the immediate removal of the individual candidate from consideration for employment with this organization.

## Supervision

1. As much as practically possible, at least two adults (at least one over the age of 21) will be present at every function, and in each classroom, vehicle, or other enclosed area, during every child, youth, and disabled ministry program.
2. During services/events, at least two adults (who have been approved as volunteer workers through the above screening process) should be available to supervise activity on the premises outside of the room where the service/event is held.
3. Volunteer workers should arrive at least ten minutes before a scheduled activity and should keep watch over those in their care until all have been picked up by an authorized person. Volunteer workers should not release preschool children to find their parents or to await transportation.

## Work Restrictions

1. Children five years of age or younger (boys and girls) should be assisted as needed in the restroom by an adult female.
2. For children over the age of five, volunteer workers should avoid being in the restroom alone with a child.
3. Never touch a child's private areas except when necessary, as in the case of changing a diaper.
4. Volunteer workers should avoid the appearance of impropriety, such as sitting older children on their lap, kissing, or embracing, etc.

## **Discipline**

1. Volunteer workers are never to spank, hit, shake, or otherwise physically discipline.
2. Disciplinary problems should be reported to the volunteer workers' coordinator/supervisor and to a parent or guardian.

## **Injuries or Illness**

1. Volunteer workers and participants (children, youth, or the disabled) who are ill with a fever or a communicable disease which can be transmitted by cough or by touch will not be permitted to participate in any ministry activity.
2. An approved substitute must be used to take the place of volunteer workers who are ill.
3. Participants should be returned to their parent or guardian as soon as illness is discovered. If this is not possible, then the participant who is ill should be isolated in a manner that will allow supervision to continue until the participant can be returned to their parent or guardian.
4. Volunteer workers should take reasonable steps to avoid contact by anyone with body fluids of any kind.
5. Any coordinator/supervisor who becomes aware of an injury to a volunteer worker or participant will take steps to ensure that proper medical attention is given to the injured person.
6. Participants who have received an injury, which is obviously minor, should be given first aid as needed at the time of injury. The participant's parent or guardian should be notified of the minor injury when they pick up the injured person.
7. Any injury which may require medical treatment beyond simple first aid should be given immediate attention. The parent or guardian of the injured participant should be immediately notified, along with the volunteer worker's coordinator/supervisor. An ambulance, or 911, should also be called immediately if warranted by the injury.

## Record-Keeping

1. An attendance list should be kept for all of the ministry's functions involving children, youth, and the disabled. The date of the function, along with the names of all participants and coordinators/supervisors, should be recorded.
2. A written *Notice of Injury* form should be prepared by volunteer workers whenever an injury should occur during a ministry function. This form will be forwarded to the volunteer worker's coordinator/supervisor promptly upon completion. These forms are located in the Resource Room.

## Notification of Injury, Abuse, or Molestation

1. Volunteer workers who become aware of any injury, abuse, or molestation connected with any ministry activity will immediately inform their coordinator/supervisor or pastoral staff of such injury, abuse, or molestation.
2. Any coordinator/supervisor who becomes aware of any injury, abuse, or molestation connected with any ministry activity will immediately inform pastoral staff of such injury, abuse, or molestation and will complete a *Notice of Injury* form.
3. A pastor who becomes aware of abuse or molestation of a participant will immediately inform the participant's parent or guardian of the abuse or molestation. The pastor will also see that an attorney is promptly contacted to provide a written opinion as to whether the organization should report the abuse or molestation to law enforcement authorities. The written opinion should be obtained within 24 hours of when the pastor first becomes aware of the abuse or molestation, and the attorney's advice should be followed.
4. Upon notice of abuse or molestation, Brookside's insurance carrier (general or liability insurance) must be promptly notified, as well as any organizational entity (EMC Headquarters) to whom the organization has a duty to report such allegations.

## Violation of Policy or Procedures

1. Volunteer workers must promptly notify their coordinator/supervisor of any activity undertaken on their own behalf or by others which violates this policy or procedures.
2. Any coordinator/supervisor or pastor who becomes aware of a violation of the policy or procedures will take all necessary steps to ensure future compliance with the policy and procedures by all volunteer workers and will remove them from their position if such removal is warranted, or if they pose a potential threat to others.

## **Internal Investigation**

1. Any allegation of abuse or molestation will be taken seriously and will be investigated by Brookside's pastoral staff and Leadership Council.
2. Any employee of the ministry who is the subject of an investigation will be removed from their position, with pay, pending completion of the investigation (unless the employee has admitted to the abuse or molestation, in which case they will be terminated in accordance with organizational employment practices).
3. Any volunteer worker who is the subject of the investigation will be removed from their position pending completion of the investigation.
4. Any employee or volunteer worker who is not found innocent of alleged abuse or molestation will be removed from work with children, youth, or the disabled within the organization. The church will consult legal counsel for advice if termination of employment is indicated.

## **Dealing with Law Enforcement/Media**

1. Legal counsel will be contacted for advice and guidance as soon as possible after the organization receives notice of possible abuse or molestation in connection with activities. Decisions concerning the ministry's response to the allegations will be made in accordance with such advice.
2. All staff, employees, and volunteer workers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of injury, abuse, or molestation in connection with activities of the organization.
3. A single organizational leader will be designated as spokesperson following notice of any abuse or molestation in connection with activities of the ministry. This spokesperson will be the only person to convey information concerning the situation, and (to avoid compromising any ongoing investigation) will convey only such information as is necessary under the circumstances.

## **Annual Employee/Volunteer Worker Review**

1. This policy and these procedures will be conveyed for review annually to all volunteer workers, employees, coordinators, supervisors, and leaders to whom it applies.
2. Should the renewal application show that any employee or volunteer worker has become unsuitable for working with children, youth, or the disabled, they will be immediately removed from their current position and will not be considered for other positions involving work with children, youth, or the disabled.

## **Revision of Policy/Procedures**

This policy and these procedures will be regularly reviewed with the Leadership Council and can be modified in accordance with the bylaws of the organization. Any such modification should be promptly conveyed to all persons affected by the modification.

# LIFESTYLE STATEMENT

## BROOKSIDE CHURCH

Brookside Church is a body of believers who follow Jesus Christ. We believe that everyone has the privilege of being a minister. As we go about our daily activities, our Lord assumes that we will serve Him and others. He entrusts us with skills, talents, gifts, attitudes, activities, and opportunities to grow in our faith, to worship our Lord, to work in our church, community, and occupation, to have a good influence on our families, and to reach out in love to our community and world.

To this end, together, we desire to develop a Christian lifestyle which includes a lifetime commitment to grow in several areas.

1. **Bible Study.** We commit ourselves to learn about God through reading and studying the Bible on a regular basis. *“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.”* (2 Timothy 2:15)
2. **Relationships.** We commit ourselves to relate to Christians and non-Christians, inside and outside the church, in a Christ-like manner. *“Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”* (Ephesians 4:31-32)
3. **Work.** We commit ourselves to discern God’s direction in the midst of our work situations. *“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him. Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”* (Colossians 3:17, 23-24)
4. **Finances.** We commit ourselves to use our finances to honor God through giving to our family, our church, and our world. *“I know what it is to be in need, and I know what it is to have plenty. I have learned the secret of being content in any and every situation, whether well fed or hungry, whether living in plenty or want. I can do everything through Him who gives me strength.”* (Philippians 4:12-13)
5. **Prayer.** We commit ourselves to pray to God in adoration, confession of sin, thanksgiving, and intercession for others. *“In that day you will no longer ask Me anything. I tell you the truth, my Father will give you whatever you ask in My name. Until now you have not asked for anything in My name. Ask and you will receive, and your joy will be complete.”* (John 16:23-24)
6. **Integrity.** We commit ourselves to develop character traits and skills that model the life of Jesus Christ. *“But just as He who called you is holy, so be holy in all you do; for it is written: ‘Be holy, because I am holy.’”* (1 Peter 1:15)
7. **Perspective.** We commit ourselves to see life from God’s perspective. *“Since, then, you have been raised with Christ, set your hearts on things above, where Christ is seated at the right hand of God. Set your minds on things above, not on earthly things. For you died, and your life is now hidden with Christ in God.”* (Colossians 3:1-3)
8. **Sharing our Faith.** We commit ourselves to naturally and effectively share our faith in Jesus Christ. *“But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect.”* (1 Peter 3:15)
9. **Spiritual Growth.** We commit ourselves to grow spiritually through God’s grace. *“But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be glory both now and forever! Amen.”* (2 Peter 3:18).
10. **Christian Maturity.** We commit ourselves to continue pressing on toward the goal of Christian maturity. *“So then, just as you received Christ Jesus as Lord, continue to live in Him, rooted and built up in Him, strengthened in the faith...and overflowing with thankfulness.”* (Colossians 2:6-7)

# NOTICE OF INJURY

<b>Organization</b>	Brookside Church 6102 Evard Road Fort Wayne, Indiana 46835
<b>Time and Place of Injury</b>	Date of Injury: _____ Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. Where did it occur? _____
<b>Person Injured</b>	<p>Name: _____ Age: _____</p> <p>Address: _____ Telephone: _____</p> <p>Name of parents/guardians (if a minor): _____</p> <p>Employer: _____</p> <p>Injuries sustained: _____</p> <p>Treatment Given: _____</p> <p>Where was injured taken? (Hospital/doctor): _____</p> <p>Relationship to organization? <input type="checkbox"/> Member <input type="checkbox"/> Visitor <input type="checkbox"/> Employee  <input type="checkbox"/> Volunteer <input type="checkbox"/> Student/Camper <input type="checkbox"/> Tenant/Resident <input type="checkbox"/> Other</p> <p>If injury occurred on insured's premises, for what purpose was the injured on the premises? _____</p> <p>Who was responsible for supervision at the time of the injury? _____</p> <p>If injury occurred elsewhere, what connection did it have with the insured's operations or activities? _____</p> <p>Does the injured party have personal medical insurance that could apply? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name of the medical insurance company: _____</p>
<b>Full Description of Incident</b>	_____ _____ _____
<b>Witnesses</b>	<p>Name: _____ Telephone: _____</p> <p>Address: _____</p> <p>Name: _____ Telephone: _____</p> <p>Address: _____</p>

Signature: \_\_\_\_\_ Date of report: \_\_\_\_\_

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# CHURCH ACTIVITY

What church or churches have you attended in the past five years?

Church Name, City, & State	Pastor's Name	Years attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

## REFERENCES *(Other than relatives)*

Name/Relationship	Address	Phone &/or Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

## APPLICANT VERIFICATION AND RELEASE

I recognize that Brookside Church (BC) is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all the information that I have provided is absolutely true and correct.

I authorize BC to contact any person or entity listed in this application, and I further authorize any such person or entity to provide BC with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release BC and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I further authorize BC to conduct a criminal background investigation if such a check is deemed necessary.

I have carefully read the policy and procedures and the Lifestyle Statements of BC, and I agree to abide by them and to protect the health and safety of the children or youth at all times.

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_