



Child Protection Policy



First Baptist Church of Salem, MA
For Christ's Kingdom & the flourishing of our city

Contents

Student Ministry Mission2

Introduction to the Child Protection Policy

Definition of Terms 3

Caregiver Expectations

Child Protection Committee

Reporting Procedures 4

Protecting the Children Before They Arrive 7

Protecting the Children As They Arrive and Depart 8

Protecting the Children While They Are In Our Care

Protecting the Children While Away From Church Property 13

Forms

Procedures for Minor Age Applicants 15

Student Ministries Covenant (FOR YOUR RECORDS) 16

Application for Service in Student Ministries 17-20

Student Ministries Covenant (TO TURN IN) 21-22

A Prayer for Our Educational Vocation 23

Student Ministry Mission

The student ministry of First Baptist Church of Salem, MA exists to glorify God by inviting students and families to partner with us in:

- **Knowing Jesus** – Making the whole counsel of Scripture known to children and youth with special emphasis on the Gospel (Deuteronomy 6:6-9; Romans 1:16-17)
- **Growing to be more like Jesus** – Praying for children and youth, and relying on the Holy Spirit to regenerate their hearts through the faithful teaching of His Word (Romans 10:17; Ephesians 2:4-10)
- **Going to serve and tell the world about Jesus** – Living faithfully before children and youth, and modeling for them how Christians are called to respond to God, interact with each other, and with the world around us (Matthew 5:16; 1 Corinthians 11:1)

Introduction to the Child Protection Policy

Our first concern is that the children be safe while they are in our care.

To this end we:

- Screen all education ministry caregivers with an application process
- Provide ongoing training for all education ministry caregivers
- Utilize a pager identification system for infants
- Employ scheduling procedures and caregiver/child ratios that optimize safety
- Equip each department with a first aid kit
- Educate our volunteers about recognizing child abuse and encourage them to report any known or suspected abuse to church officials and/or to appropriate governmental authorities consistent with applicable laws
- Adhere to a healthy child policy for admittance to the education ministry

Purpose of the Policy

Every applicant desiring to work in nursery, children, and youth ministries in the church must be familiar with this policy and satisfactorily complete our screening procedures. An annual meeting will be held in order to review the contents of this policy with all student ministry caregivers.

This policy is motivated by several concerns:

1. We believe it will help us to guard the honor, reputation, and name of our Lord Jesus Christ.
2. We recognize God's loving care and concern for children (Luke 18:16), therefore, we desire to do all we can to protect them from any kind of mistreatment including physical, mental or sexual abuse.
3. We are aware that our church is not immune to the effects of sin, and we would be presumptuous to think we would never have to worry about this. Therefore, we seek to live out the principle found in Matthew 10:16 to be "*innocent as lambs yet shrewd [prudent or wise] as serpents*".
4. We want to protect our helpers from wrongful allegations and ungodly slander with regards to their work with minors.
5. We want to protect our church from the scandal and trauma that results from the sin of abuse and the consequences it brings upon our fellowship.

Definition of Terms

Throughout this policy several terms are recurring. Below is a brief definition of each:

- **Children's Ministry:** A general term encompassing any and all ministries that pertain to nursery children up through grade 6.
- **Youth Ministry:** A general term encompassing any and all ministries that pertain to Middle School (grades 6-8) and High School (grades 9-12) students.
- **Caregiver:** A general term meaning anyone investing themselves into the lives of our children and youth ministries. Included are; Ministry Directors, teachers, volunteer helpers and assistants, and youth mentors or leaders.
- **Ministry Director:** A specific term meaning an individual holding a designated position of oversight and direction for a given area of student ministry within our church.
- **Teacher:** A specific term meaning anyone acting as the regular communicator of instruction.
- **Assistant:** A general term meaning anyone acting as the regular giver of aid or support to the teacher of the class.
- **Helper:** A term synonymous with assistant.
- **Volunteer:** A general term meaning anyone investing themselves in an area of ministry within our church, who by their own desire to serve are not paid.
- **Mentor:** A specific term meaning anyone who is serving Middle or High students.

Caregiver Expectations

All student ministry volunteers share a responsibility for:

- Loving the children as Christ loves them
- Setting an example in faith and practice within their own lives
- Ministering to the children
- Understanding that the care of children is not a right, but a privilege; and this privilege embodies responsibilities to God for ministering to and caring for the children

Child Protection Committee

The Child Protection Committee (CPC) shall consist of selected members of FBC Salem who are involved in the Children's Ministry of the church. All members of the CPC stand ready to receive information related to suspected child neglect, abuse, or molestation. They are committed to addressing all allegations in accordance with the principles of Matthew 18 and in harmony with the FBC Salem church covenant and the laws of the State of Massachusetts.

Reporting Procedures

Any student ministry volunteer or staff member, who witnesses a violation of the Child Protection Policy short of abuse or molestation must first notify the person violating the policy and encourage compliance. If the person violating the policy refuses to comply, a member of the Child Protection Committee must be notified immediately. Any student ministry caregiver or staff member who witnesses or suspects neglect, abuse, or molestation must report their concerns immediately to a member of the Child Protection Committee beginning with their most direct contact.

There are two problems that all caregivers should watch for:

1. Behavior by anyone in this church that indicates that he or she may be inclined to abuse, molest, or otherwise harm any child, especially one under the care of this church.
2. Indications that a child under the care of this church is being abused, molested neglected, or otherwise harmed, whether by someone in this church or outside.

Admonishing and Reporting

1. If you observe a caregiver (or for that matter any other member of the church) talking or acting in a manner that seems to be innocent but might appear to others to be inappropriate, you must privately admonish that individual and encourage them to take greater care in words and actions (Matthew 18:15).
2. If you observe a child's caregiver talking or acting in a manner that gives rise to a reasonable suspicion of improper involvement with a child or youth or for the potential for improper involvement with a child or youth you must promptly report your concern to the appropriate pastor who will look into the matter and take appropriate corrective measures.
3. Behaviors to watch in adults working with children:
 - a) Inappropriate comments about sexual matters, especially about or in the presence of minors.
 - b) Use of pornography, including inclination toward sexually explicit television, movies, books, or magazines.
 - c) Inordinate and inappropriate attention given to one child, especially if accompanied by a constant desire to be alone with that child.
4. Reporting actual or suspected abuse or neglect of a child or youth:
 - a) By State law, we are required as a church to report actual or suspected child abuse or neglect. We are to report it to Department of Children and Youth Services (DCYS) at 800-894-5533. Pastors and Ministry Coordinators will be notified that a report has been filed with the DCYS.
 - b) No single indicator of abuse or neglect is necessarily cause for alarm, but could very well be reason to watch a person closely. When multiple indicators appear together, however, it is appropriate to discuss the situation with a pastor in the church or, in urgent cases civil authorities.
 - c) Indications of physical abuse include but are not limited to: a child reporting abuse by others; unexplained bruises, welts, lacerations, burns, fractures, abdominal injuries, or human bites; child is unusually wary of physical contact with adults, demonstrates extremes in behavior, or seems overly frightened.
 - d) Indications of sexual abuse include but are not limited to: child report; has difficulty walking or sitting down; torn, stained, or bloody underclothing; complaints of pain or itching in genital area; bruises or bleeding in external/internal genitalia or anal area; unusual interest in or knowledge of sexual matters; or other unusual and excessive behaviors inappropriate to minors.

- e) Reporting abuse or indiscretion can precipitate severe consequences to a family, so it is never to be done casually or thoughtlessly, and never for malicious purposes. Consequently, failing to report can have irreversibly damaging results for the child involved. Therefore, if as a caregiver, you have reasonable cause to suspect abuse, you must talk with your Ministry Director or Pastor to see what steps should be taken to protect the child and help the family.

Legal Reporting Requirements:

In accordance with the State law mentioned above and to ensure full legal liability for FBC Salem, below are the legal requirements and responsibilities that each caregiver must hold themselves to:

- **169-C:29 Persons Required to Report.** – Any physician, surgeon, county medical examiner, psychiatrist, resident, intern, dentist, osteopath, optometrist, chiropractor, psychologist, therapist, registered nurse, hospital personnel (engaged in admission, examination, care and treatment of persons), Christian Science practitioner, teacher, school official, school nurse, school counselor, social worker, day care worker, any other child or foster care worker, law enforcement official, priest, minister, or rabbi or any other person having reason to suspect that a child has been abused or neglected shall report the same in accordance with this chapter.
- **169-C:30 Nature and Content of Report.** – An oral report shall be made immediately by telephone or otherwise, and followed within 48 hours by a report in writing, if so requested, to the department. Such report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the department.
- **169-C:31 Immunity From Liability.** – Anyone participating in good faith in the making of a report pursuant to this chapter is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant has the same immunity with respect to participation in any investigation by the department or judicial proceeding resulting from such report.
- **169-C:3 Definitions.** – When used in this chapter and unless the specific context indicates otherwise:
 - II. "Abused child" means any child who has been:
 - (a) Sexually abused; or
 - (b) Intentionally physically injured; or
 - (c) Psychologically injured so that said child exhibits symptoms of emotional problems generally recognized to result from consistent mistreatment or neglect; or
 - (d) Physically injured by other than accidental means.
 - XIX. "Neglected child" means a child:
 - (a) Who has been abandoned by his parents, guardian, or custodian; or
 - (b) Who is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his physical, mental, or

emotional health, when it is established that his health has suffered or is very likely to suffer serious impairment; and the deprivation is not due primarily to the lack of financial means of the parents, guardian or custodian; or

(c) Whose parents, guardian or custodian are unable to discharge their responsibilities to and for the child because of incarceration, hospitalization or other physical or mental incapacity;

Provided, that no child who is, in good faith, under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall, for that reason alone, be considered to be a neglected child under this chapter.

Persons suspected of any kind of abuse will be removed from groups of children and youth for their own protection as well as the protection of others.

Protecting the Children Before They Arrive

Ensuring a safe environment begins long before arriving on Sunday morning, Wednesday evening, or other church event. Every applicant who wishes to serve in our student ministry is required to go through a screening process.

Screening Procedure

To ensure safe and quality care, and to promote teamwork, First Baptist Church of Salem has established several criteria that all caregivers must meet in order to work with our children. By learning more about each other's gifts, abilities, and ministry goals; we can better encourage volunteers in their ministry to the children and youth of First Baptist Church of Salem (Hebrews 10:24, 25).

- All caregivers must complete the appropriate portions of the Application for Service and be recommended by a Pastor or member of FBC Salem.
- Personal Questions: a few of the questions we will ask in the screening process deal with unpleasant issues, such as the use of pornography and sexual misconduct. One reason for this is to identify those people who statistically are a higher risk to our children. Since the entire screening process is done in confidentiality so are these questions. These discussions open the way for pastoral counseling, leading to a new freedom in the Lord. Answering 'yes' to any of these questions may, but does not necessarily, disqualify a person for ministry at First Baptist Church of Salem.
- All reference and background forms must be satisfactorily completed:
 - At the time of applying for ministry service, prior to becoming a caregiver, FBC Salem will obtain background forms for each individual, including the Pastor, consisting of:
 - A state criminal record check
 - Contacting churches or other organizations where the applicant has served, at the discretion of the Pastor,
 - Contacting employers for whom the applicant worked within the past five years, at the discretion of the Pastor.
 - Additionally, every three years, FBC Salem will perform national criminal database searches and national sex offender registry searches on existing volunteers and each volunteer shall be required to execute any documents that FBC Salem might request for such purpose.
 - Any individual who moves away from the area (= more than one hour driving distance away from FBC Salem and no longer attends FBC Salem as their home church) for five years or longer and then returns to the area, will be asked to repeat the steps above.
 - All completed records of screening procedures will be:
 - Reviewed by the leadership of the church.
 - Treated as confidential and will not be disclosed to others outside the immediate individuals involved in the screening process unless disclosure is otherwise required by law.
- All teachers must be:
 - Members in good standing of First Baptist Church of Salem.
 - Eighteen years of age or older.
- Youth who are at least twelve years of age are welcome to assist (subject to the approval and direction of the Director of Ministry for that department), but they are

always in addition to the adult caregivers. Youth who are between the ages of nine to eleven may serve as a helper but only alongside their own parent.

- Caregivers will be approved by the appropriate Ministry Director for that area in consultation with appropriate Pastoral staff.

Protecting the Children As They Arrive and Depart

Arrival and Departure Times

Caregivers should be ready to accept children 15 minutes prior to the start of any session, so that parents have enough time to transition their children before the session begins.

Parents are encouraged to pick up their children immediately after the conclusion of the session. In the event that a child is not picked up within 15 minutes of the end of the session, caregivers will ask someone to locate the parents.

Signing a Child in to Children's Ministry

Any parent who would like his/her child to participate in a children's ministry program will initially sign the child into the appropriate classroom, nursery, or activity when he/she arrives, granting permission for the child to participate in that First Baptist Church of Salem event or program.

Note: this is a onetime procedure granting permission throughout the program's year. This will authorize First Baptist Church of Salem to secure medical services for the child in the event of accident or injury if the parents or legal guardians are unavailable. The parent should also use this opportunity to note any allergies or special needs the child may have. For more details on our procedures for caring for children with allergies, please see the "Snacks and Food" section below.

Protecting the Children While They Are In Our Care

Two Caregiver Goal (Nursery through Grade 6)

It is our desire at First Baptist Church of Salem to always have two adult caregivers caring for the needs of our children per classroom. With this as our goal, we realize there might be times when this might not be met. However, one qualified adult teacher, per acceptable ratio, must be present in each classroom at all times. We consider adults to be age eighteen and older. Youth that are at least twelve years of age are welcome to assist (subject to the approval and direction of the appropriate Ministry Director), but they are always in addition to a supervising adult teacher.

Child-to-Caregiver Ratios

In addition to always having two caregivers present, the following ratios are guidelines during the three regularly scheduled weekly meetings of the church:

- Children ages 0-2 - One adult for every 3-4 children, depending on their ages
- Children ages 3-5 - One adult for every 8 children
- Children ages 6-12 - One adult for every 12 children

The Ministry Director for the appropriate age ministry should be notified if more caregivers are needed in order to maintain these ratios.

Middle and High School Guidelines

Because of the transition between childhood and adulthood, leaders in Middle and High School are not referred to as “caregivers” but as “mentors”. As students in these age groups mature, the lines are blurred between students and adults. Therefore, adult leaders must adhere to the following guidelines:

- Leaders must never have an on-going counseling or mentoring relationship with members of the opposite sex. If a student divulges personal information, leaders must direct them to a leader of the same sex and pass that student off to a leader of the same sex as soon as possible.
- We do not promise confidentiality with any student. Particularly, if a student confides behavior that is harmful to themselves, leaders are obliged to report it (see Reporting Procedures, pg 6). This includes, but is not limited to suicidal thoughts, sexual promiscuity and self-inflicted wounds. If students confide struggles with deep sin issues, we will counsel them to confide in their parents and/or their pastor in order for them to get the help they may need.
- Leaders must make every effort to avoid being alone with students *of the opposite sex*. If it is unavoidable, mentors should advise the Pastor on every occasion (ex. waiting for the last student’s parents to pick them up). The Pastor, must likewise notify another pastor or Ministry Director.
- Leaders should avoid being alone with *any* student. If it does happen that a mentor is alone with a student, they should seek ways to be public (ie – move to an area where other leaders are present or can see you, meet in public places, avoid situations where they will be alone like giving rides, etc...).
- Repeated, habitual violations of any of the above guidelines is warrant for dismissal from student ministries and possibly church discipline.
- If a leader observes another leader behaving inappropriately with a particular student, they should first go to that leader for an explanation and then to the Pastor.
- If an adult leader is a parent of youth group aged students and is coordinating activities with the parent of other youth group aged students, they are functioning as a parent and not as a member of the youth ministry. They are not bound to these policies as long as they are coordinating with the parents of the students. However, if an adult leader coordinates any activity with a student in the ministry apart from their parents (ie - Facebook, texting, meetings, coffee, mentoring, etc...) they are bound by the policies of the youth ministry.
- If a leader suspects that a student is persistently attracted to, drawn to or pursuing them, they should keep a record of contact with the student and notify the Pastor. If another leader notices it first (as is often the case), they *must* bring it to the attention of their co-leader.

Leaving the Property

While those children left to our care are our greatest concern, and though we endeavor to maintain the appropriate staffing ratios, there may arise the incident of youth leaving the property upon their own initiative. This specifically involves Middle and High School. Though we in no way condone this we realize the impossibility of completely preventing this from happening. In the event that this transpires, once the absence is noticed, the student’s parents/guardians will be notified by a caregiver of that youth event, and appropriate discipline will be discussed and taken.

Restroom Procedures

Parents are asked to take their child to the restroom prior to signing them into a class.

Nursery (0-18 months)

If a baby needs their diaper changed, a caregiver must use non-latex gloves and wash their hands with soap and water when finished.

Preschool (18 months to Kindergarten)

If a child requires a diaper change, the caregivers will follow the same procedure as outlined for the nursery.

In the event that a child needs to use the restroom, a caregiver will take the child and one other child of the same gender to the restroom. The caregiver should wait outside the closed restroom stall door unless the child requires assistance. The child and the caregiver must wash their hands with soap and water before returning to the classroom.

Other Classes

For all other classes up through grade 6, any child needing to use the restroom shall go with another child of the same age and sex. As a rule, a female caregiver will accompany girls and a male caregiver will accompany boys. In the absence of a male caregiver a female caregiver will accompany the male children or vice versa. The caregiver will accompany the pair to the restroom and wait outside the closed bathroom door until the children are finished. The children must wash their hands with soap and water and return with the caregiver to their classroom.

Middle and High School

Students in the Middle and High School class shall use the appropriate restroom on their own. No caregiver or other child is required to accompany him/her.

Appropriate Discipline

All children's ministry volunteers are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behavior, and, when necessary, correcting or redirecting inappropriate behavior.

Acceptable means of redirecting inappropriate behavior include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child from the group for a brief time (particularly if his behavior is endangering or upsetting other children).

The student ministry volunteers and staff members should never yell, spank, or ever hit a child. If behavior is uncontrollable or the child does not respond to the discipline measures above, ask your co-caregiver to call the parents.

Accidents and First Aid

All departments are equipped with basic first aid kits. All volunteers should be familiar with their contents and uses. In the event of life-threatening injury or illness, emergency medical services will be called first and then the caregiver will locate the parents immediately. Caregivers will complete an Incident Report Form for all significant injuries.

Snacks and Food

Caregivers should always check parent sign-in forms before serving a snack. If instructions are not clear then no food should be given to the child without further clarification from the parent/guardian.

Ages 0-11 months

No food will be served to children without parental permission while they are in the care of our infant nursery. Ministry volunteers will offer bottles or sippy cups to the children that the children have brought with them and that are clearly labeled with the child's name.

Parents who would like to feed their children while they are in our care should alert the supervising caregiver that they are temporarily checking their child out of class. Parents are welcome to make use of the Nursing Moms Room to feed their children. Or come into the nursery and feed their child themselves.

Ages 12 months to start of K

Occasional snacks of wheat, corn, or rice based cereals and water may be offered to the children in these age classes.

The specific snack for the class (wheat, corn or rice) will be chosen based on the known needs of the children regularly attending the class and will be posted.

If a child should not be given a snack of this nature, the parent must do the following:

- Verbally notify the supervising caregiver on duty.
- Note the nature of the allergy and how to respond to an allergic reaction in the appropriate space during sign-in.

Ongoing Care for Children with Allergies

Parents of children with allergies who attend regularly should talk with the teacher or Ministry Director about how to handle any unexpected allergic reactions. Upon parental request, allergy information about children of members may be posted in the child's classroom.

Parents wishing to provide an alternate snack for their child must make prior arrangements with that child's teacher. Children will be permitted to bring sippy cups with juice or water to class provided the cups are clearly labeled with the child's name before they are taken into the classroom.

Healthy Child Policy

Communicable Disease

First Baptist Church of Salem is dedicated to preventing the spread of disease among our children. In order to prevent the spread of communicable diseases among the children, four rules are in place concerning disease. Both parents and caregivers must be familiar with these policies.

1. Children with infectious diseases should be kept home until they are no longer contagious. If a child is exhibiting symptoms of illness such as fever, diarrhea, open skin lesions or blisters (as in chicken pox), or colored nasal discharge, the parent should keep the child home.
2. Caregivers will use non-latex disposable gloves and proper hygiene procedures to change diapers, wipe noses, and handle blood spills.

3. Hand washing is to be a regular habit for both children and Caregivers.
4. Toys and equipment are to be washed and disinfected regularly.
5. Caregivers do have the right to refuse a child on the basis of questionable symptoms. To prevent this, parents are asked to comply with the following guidelines:

A child should be kept at home when any of the following exists:

- Fever (Note: After a contagious disease, children should be free of fever for 24 hours before returning to the church program.)
- Vomiting or diarrhea
- Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
- Common cold – from onset through one week, including sore throat
- Croup
- Any unexplained rash
- Any skin infection – boils, ringworm, impetigo
- Pink eye or other eye infections
- Thick green, yellow or constant nasal discharge
- Any communicable disease

Children who appear ill during a class will be kept at the sign-in area with a caregiver while a caregiver locates the parent.

Please inform the appropriate Ministry Director if your child appears to have contracted an illness while attending a First Baptist Church of Salem event so that other parents may be notified if necessary.

Neither caregivers nor church staff is allowed to give any medication to any child. For youth retreats, with parental permission, leaders are to gather all student medications before leaving the church and then are permitted to distribute the medication to the student at the appropriate time(s).

Parents of children with special needs are encouraged to contact the appropriate Ministry Director before signing the child into class.

Universal Precautions

Universal precautions are employed such that all human bodily fluids are treated as if they carried infectious diseases. The below mentioned universal precautions will be utilized. This is not to imply that any child or caregivers are carrying infectious disease. By treating all bodily fluids as if they are infected, any infections or contaminants can be avoided at all times, providing a safer and healthier environment for children and caregivers alike.

Important Points of Universal Precautions:

- Wash hands before and after any contact with bodily fluids, including wiping noses, changing diapers, cleaning vomit, and treating a blood spill.
- Always wear non-latex disposable gloves when dealing with any bodily fluids.
- Treat all soiled linen (i.e. sheets, clothing) as potential infectious agents.
- Remove toys that children have mouthed from the general play area. Set them in the container by the sink and wash.
- Rooms will be disinfected as needed with the bleach-water solution. All surfaces will be wiped down thoroughly.

Protecting the Children While Away From Church Property

Transportation

The following policy applies to church staff and all caregivers operating vehicles or enlisting drivers to operate vehicles for the purpose of transporting people during church sponsored events, activities, or functions:

1. Drivers shall have a current and valid driver's license and be 21 years of age or older.
2. Drivers shall have a current and valid automobile insurance policy with a minimum coverage of 100,000/300,000 for any vehicle to be operated for transporting people during church sponsored events, activities, or functions. A copy of the insurance policy should be kept on file with the Business Manager.
3. Drivers shall not overload vehicles, or otherwise board passengers in an unsafe manner (e.g., without approved seatbelts, etc.).
4. Drivers shall not knowingly operate vehicles that are mechanically unsafe.
5. Drivers shall obey all traffic laws and operate vehicles in a safe and conservative manner at all times.
6. High school students shall not be allowed to drive for any church sponsored events, activities, or functions without prior written parental permission, nor will high school students be allowed to board passengers unless each passenger provides prior written (parental) permission.
7. No individual with a known unsafe driving record shall be allowed to operate vehicles for transporting people during church sponsored events, activities, or functions.
8. When one vehicle is used for an event, the two-leader rule still applies unless parental permission is obtained prior to the trip. When several vehicles are taken for an event and two leaders are not available for every vehicle, keeping the other vehicle in sight at regular intervals is an acceptable substitution for the two-leader rule.
9. Travel arrangements for off-campus events will be coordinated through the church.

Rooming Arrangements

Rooming arrangements should provide for children and youth of the same sex to room together and adults of the same sex to room together. When possible, adults' rooms shall be next to youth rooms and youth may be checked on during the night. Ordinarily, adults should not share rooms with children. An individual minor may share a room with an individual adult if the two are related (parent/child), or if written permission has been granted prior to the event by a parent or guardian (in such cases as Intergenerational Mission Trips). In situations where one large sleeping area is provided, two adults of the same sex shall accompany children or youth of the same sex.

Permission Forms

Parent/Guardian Permission Forms and Medical Consent Forms must be completed prior to all trips. The two-adult rule must be followed throughout the trip with any foreseeable exceptions clearly stated and approved in advance by the parent or guardian. The total number of adults on each trip will be adjusted according to the requirements of the planned activities. Under no circumstances may one adult alone take or accompany minors on an overnight outing.

Medical Care and Release of Liability

For participation in youth ministry events that are located away from the church grounds or potentially carry the risk of injury from physical activity, each youth is required to fill out First Baptist Church of Salem's "Medical Care and Liability Release Form." Failure to have parental consent and the full completion of this form shall be sufficient to deny the youth participation in the scheduled activity. This applies even to high school students who are 18 and older. Until their high school graduation and departure from the care of the High School youth ministry, they still must provide parental consent with regards to medical care authorization and release of liability. Each child, youth, and adult caregiver must submit a completed medical/insurance form for each trip.

Procedures for Minor Age Applicants

Everyone 9-17 years of age who works with children at First Baptist Church of Salem is asked to complete the following age appropriate procedures below. This effort is intended to protect our caregivers, our children, and the church.

PARENTS: Read this page completely BEFORE proceeding to the forms that follow.

We welcome your son or daughter to serve in the student ministries of our church. Everyone between the ages of 9-17 years of age who works with children here is asked to complete the following age appropriate procedure below. This effort is intended to protect our caregivers, our children, and the church. Because of the specific questions on our application about child abuse and pornography, we ask that you as the parent interact and respond to these questions in the way you feel best. In whatever capacity you choose to interact with your child we want you to assure us, that to the best of your ability, you have endeavored to affirm that your child is not struggling with anything that would put other children at risk. Our aim is to be able to assure every parent who entrusts their child to our care that we have taken every reasonable step to insure the protection of their child. If you are at all in doubt or have any questions please do not hesitate to contact the Pastor.

Specific Instructions for Minor Age Application

Note: Minors (less than 18 years of age) DO NOT complete a background check or a ministry covenant.

Age 9-11: A Parent is required to work with a child in this age range.

1. The child needs to fill out and submit Application Part 1 only (please feel free to help).
2. If the parent who is working with the child has not been screened, he/she must fill out a complete set of forms. If both parents wish to work with their child, please fill out two separate sets of forms.

Age 12-15:

1. The youth applying should fill out and submit Application Part 1 only (parents, please feel free to help).
2. Part 2 will also be required to be filled out and submitted. Parents please review and read beforehand due to sensitive subject matter.
3. References will be checked.

Age 16-17:

1. Fill out and submit Application Parts 1 & 2.
2. References will be checked.

Age 18 and above:

Age 18 and above are adults and must fill out and sign all forms completely.

Application for Service in Student Ministries – Part 1

Title (circle one) Mr. Mrs. Miss Name _____ Date _____
Parents' names (if applicable) _____
Spouse's Name _____ Home Phone _____
Address _____ Cell Phone _____
City _____ State _____ ZIP _____ Work Phone _____
Email _____ Preferred # H/C/W _____ best time to call _____

I have attended First Baptist Church of Salem, MA since (approx. month/year) _____
Membership Status: Attend FBC Salem regularly Moving towards membership?
Member of FBC Salem since (approx. month/year) _____
Birth Date: _____ / _____ / _____ (month/day/year)

General Information

The questions in this section are designed to help us match current ministry needs with your interests and gifts.

What age groups are you interested in working with? (you may check more than one)

Early Childhood

- Infants
- Young Toddlers
- Older Toddlers

Child

- Preschool (2-5 yrs)
- Kindergarten
- First Grade
- Second Grade
- Third Grade
- Fourth Grade
- Fifth Grade

Youth

- Middle School (6th-8th Grade)
- High School (9th-12th Grade)

Comments:

What level of commitment do you have in mind?

- Weekly
- Twice Monthly
- Monthly
- Occasionally
- Substitute
- Summer

Which ministry time(s) do you prefer and/or are you available?

(Assuming you will not sacrifice your corporate worship for service)

- Sunday morning
- Midweek program(s)
- Summer

What length of commitment do you have in mind?

- Current School Year
- Summer
- Other _____

When are you available to start?

- Immediately
- Starting _____ (date)

Please describe previous experience, paid or volunteer, in this church or elsewhere, involving children or youth.

Please describe any gifts, training, education, or other factors that would apply to your ministry to children or youth.

What motivates you to become involved with service in our student ministries?

Application for Service in Student Ministries – Part 2

Confidential Information

Applicant's Name _____

The following questions are designed to help provide a safe, loving and secure environment for the volunteers and participants of our programs.

*Answering “yes” to any of the following questions will **not** necessarily disqualify you for work in the student ministries of our church. A pastor may talk with you in private, however, to see whether you need any pastoral assistance regarding the matter and to learn whether that issue has a bearing on your ability to work in the student ministries of our church.*

If you prefer not to answer any of these questions in writing, you may leave them blank, and an appropriate Ministry Director or Pastor will talk with you privately.

1. Do you use, or have you used, illegal drugs within the past ten years?
 YES NO I would like to discuss this
(if “yes”, please explain)

2. Have you ever been convicted of a criminal offense?
 YES NO I would like to discuss this
(if “yes”, please explain)

3. Have you ever been charged with child neglect or abuse?
 YES NO I would like to discuss this
(if “yes”, please explain)

4. Has your driver’s license ever been suspended or revoked?
 YES NO I would like to discuss this
(if “yes”, please explain)

5. Have you deliberately and repeatedly viewed pornography in the past three years? (This includes reading, watching, listening to, or in any other way using pornographic material, including but not limited to: books, magazines, television shows, movies, internet programs, or telephone services.)
 YES NO I would like to discuss this
(if “yes”, please explain)

6. Many people have experienced abuse at the hands of others. Most of these people abhor such behavior and are especially alert and sensitive to the need to provide a safe and caring environment for minors. At the same time, residual effects may remain in some people’s lives, including a hesitancy to report suspected child abuse. Although we will not ask if you have ever been abused or molested while a minor, we want to offer pastoral assistance. Please make an appointment with any pastor if you are concerned that a past experience of this nature may have a bearing on your ministry or if you need assistance in dealing with any after-effect. I would like to discuss this

Reference Information

Please note: Email addresses are crucial as we will be sending out electronic reference forms whenever possible.

1. Please list all churches you have regularly attended during the past five years:

Church	City	State	Yrs. Attended
1.			
2.			
3.			

2. Please list all employers from the past five years beginning with the most recent:

Employer	Position	Dates Worked
1.		
2.		
3.		

3. Please list any volunteer or paid position you have held in any church in the past five years:

Church	Position	Supervisor	Phone	Dates Worked
1.				
2.				
3.				
4.				

4. Please list the names of two people, other than family members, who know you well:

Name	Email	Phone
1.		
2.		

First Baptist Church of Salem, MA has my permission to contact my former employers, supervisors, and references.

Signed: _____ Date: _____
(parents sign for minors)

Parent's name *(if applicant is a minor)*: _____

This copy of the Ministry Covenant is for FBC Salem’s information and records.

FIRST BAPTIST CHURCH OF SALEM STUDENT MINISTRIES COVENANT
COMPLETE THIS FORM ONLY IF YOU ARE AT LEAST 18 YEARS OLD

Having accepted the Lord Jesus Christ as our personal Savior and having been baptized on profession of faith, we covenant with each other as a family of God:

- to share each other's joys and bear each other's sorrows
- to continue in prayer, always giving thanks
- to support the ministry of our Church by our participation
- to contribute our resources and ourselves to the spread of the gospel here and around the world
- to provide spiritual nurture and Christian education for all who come under our watch care
- to work toward the goal of salvation for all and the establishment of the Kingdom of God
- to trust in the Lord and to be faithful in our discipleship, by the grace of God

I have read the Child Protection Policy. I understand the policies and definitions outlined and I am willing to abide by them. I will continue to embrace and work in harmony with my brothers and sisters to implement the vision of ministry to our families by First Baptist Church of Salem Student Ministries.

Name _____

Signature _____

Date _____

Please remember to complete other side of this document

FIRST BAPTIST CHURCH of SALEM STUDENT MINISTRIES COVENANT
COMPLETE THIS FORM **ONLY IF YOU ARE AT LEAST 18 YEARS OLD**

- I am a member of First Baptist Church of Salem
We ask that FBC Salem members answer questions 1-4 as a re-affirmation of your member commitments.
- I am not a member of First Baptist Church of Salem
Although it is our sincere hope that you move toward official membership as soon as possible, the pastoral staff recognize that some people desiring involvement in the student ministries are attracted to the faith and the life of our church and are functioning as active “members” of the body but, for matters of conscience, are not ready to officially join this church. Church membership need not be a prerequisite to serve in the student ministries of our church but it is necessary to teach in an ongoing position of authority. However, it is necessary for you, in good conscience, to make the following commitments:

1. I am fully supportive of the vision and philosophy of ministry that is advocated here at First Baptist Church of Salem. (even if I do not see eye to eye on every detail) YES NO

2. I am in complete agreement with the church’s statement of faith YES NO

I am in substantial agreement with the church’s statement of faith. I have misgivings about...

3. I am in complete agreement with First Baptist Church of Salem Covenant YES NO

I am in substantial agreement with First Baptist Church of Salem Covenant. I have misgivings about...

4. I agree not to use my position in the student ministries as a platform to promote any difference(s) I may have. YES NO

I agree to the above commitments and am declaring that I am willing to serve this church under these conditions.

Name _____

Signature _____

Date _____

Please turn this copy in

A Prayer for Our Educational Vocation

Heavenly Father,
You have placed me in the church
Which your Son purchased by His own blood.
Add grace to grace that I may live worthy of my vocation.

I am a voyager across life's ocean;
Safe in heaven's ark, may I pass through a troubled world
Into the harbor of eternal rest.

I am a tree of the vineyard You have planted.
Grant me not to be barren, with worthless leaves and wild grapes;
Prune me of useless branches;
Water me with dews of blessing.

I am part of the Lamb's bride, the church.
Help me to be true, faithful, chaste, loving, pure, devoted;
Let no strong affection wantonly dally with the world.
May I live high above a love of things temporal,
Sanctified, cleansed, unblemished, hallowed by grace,
Your love my fullness,
Your glory my joy,
Your precepts my pathway,
Your cross my resting place.
My heart is not always a flame of adoring love,
But, resting in Your Son's redemption,
I look forward to the days of heaven,
Where no fatigue shall oppress,
No iniquities chill,
No mists of unbelief dim the eye,
No zeal ever tires.

Father, these thoughts are the stay, prop, and comfort of my vocation.