

Martha Lake Covenant Church
2721 164th Street S.W., Lynnwood, Washington 98087
(425) 743-2592

Application Packet for Workers with Children or Youth

This packet is for (name):

This packet contains:

- * This cover sheet
- * An application form - keep this for one your records.
- * A disclosure form - keep this one for your records.
- * A doctrinal affirmations form - keep this one for your records
- * "Understanding Child Abuse"
- * "Policy on Avoiding Child Abuse"
- * "Policy on Reporting Suspected Child Abuse"

- * APPLICATION FORM - complete this one and return it to the program director
- * DISCLOSURE FORM - complete this one and return it to the program director

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Application for Workers with Children or Youth
Adopted 9/2/97

Date: _____

Last Name: _____ First: _____ M.I. _____

Address: _____

Phone: _____ Social Security Number (optional): _____

Current Church Home: _____ Member? _____

Address: _____

Pastor: _____ Phone Number: _____

List significant previous church work involving children/youth. List YEAR(s), ROLE, CHURCH and LOCATION.

List additional experiences and education that have prepared you for children/youth work.

Why are you willing to serve in this area of ministry?

Are there any physical or personal factors that might impede your full participation in the program (physical limitations, family, professional, school, personal responsibilities)? _____ If yes, please explain:

I accept the Doctrinal Affirmations and agree to abide by them.	Document Date: _____	Initials: _____
I have read the Church Training on Understanding Child Abuse.	Document Date: _____	Initials: _____
I have read the Church Policy on Avoiding Child Abuse.	Document Date: _____	Initials: _____
I have read the Church Policy on Reporting Child Abuse.	Document Date: _____	Initials: _____

Please answer the following from the 3 documents on child abuse listed above. There are two questions from each document.

1. What are four categories of child abuse? _____
2. An indicator of possible neglect is that the child begs or steals _____.
3. At least _____ adult workers should be present with any group or child.
4. This (#3 above) is especially true in closed _____ and in closed _____.
5. If a child reports an abuse, (a) take the child seriously, (b) stay _____, (c) reassure the child, (d) report it.
6. Report a suspected incident of child abuse to the _____ or _____ immediately.

The information contained on this application form is correct to the best of my knowledge. I agree to be bound by the policies of Martha Lake Covenant Church in the performance of my services on behalf of the church.

Signature: _____ Date: _____

For applicants UNDER 18 YEARS OLD: Parent/guardian name (print): _____

Address: _____

Parent/guardian signature: _____ Date: _____

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Disclosure Form and Permission for Criminal Check for Workers with Children or Youth
Adopted on 10/24/95

Our church desires to ensure the safety of children and youth in our programs while they are in our care. State law provides for disclosures by and background checks on all people who will work with children and youth.

Full name: _____ Date of birth: _____

Nicknames, aliases, maiden name: _____

Address: _____

City, State, Zip: _____ Social Security # (optional): _____

Previous residence cities/states (last 5 years): _____

Please circle YES or NO for the following questions and **attach an explanation for any "yes" answer.**

- | | | |
|--|-----|----|
| 1. Have you ever been convicted of a crime against children or other persons*? | Yes | No |
| 2. Have you ever been charged with child neglect or abuse? | Yes | No |
| 3. Have you been convicted of the possession, use, or sale of illegal drugs in the last 7 years? | Yes | No |
| 4. Have you used illegal drugs or abused legal drugs or alcohol within the last year? | Yes | No |
| 5. Has your driver's license been suspended or revoked in the last 7 years? | Yes | No |
| 6. Other than the above matters, is there any fact or circumstance involving you and your background that would call into question your being entrusted with the supervision, guidance and care of young people? | Yes | No |

I agree to live by the understanding that, as a person in authority, it is my responsibility to avoid sexual contact with children and youth in my care, even if one attempts to initiate the contact.

I will find alternative ways to discipline, agreeing that under no circumstances will I use spanking, neck or choke holds, ear or hair pulling or any other corporal punishment as a means of discipline.

I give permission for the verification of the information I have provided on this form, including criminal checks and driving records inquiries with governmental agencies, or by contacting any person or organization that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides such information. I also agree to hold harmless Martha Lake Covenant Church, its Pastor, Church Council, ministry leaders and volunteers.

I certify that the information I have provided is true and correct. I understand that if it is found that the answers given are untrue, then that may be cause for dismissal.

Signature _____ Date _____

* Note: crimes against persons are defined by law and include murder, kidnapping, assault, rape, robbery, arson, burglary, manslaughter, extortion, indecent liberties, incest, vehicular homicide, promoting or engaging in prostitution, sexual exploitation of a minor, custodial interference, malicious harassment, child molestation, sexual misconduct with a minor, child abandonment, promoting pornography, and selling or distributing erotic material to a minor.

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Doctrinal Affirmations Page 1 of 1
Adopted on 9/2/97

The Evangelical Covenant Church of America is:

An Apostolic Church

... which believes in Jesus Christ the Son of God, our Savior and Lord and accepts the Holy Scriptures, the Old and New Testaments, as “the Word of God and the only perfect rule for faith, doctrine and conduct.”

A Universal Church

... part of the church of Jesus Christ the world over from the days of the apostles until now.

A Reformation Church

... which believes in justification by grace alone through faith alone.

An Evangelical Church

... that believes in new life in Christ.

Affirmations:

- **I believe that the Bible is the Word of God.** Our God revealed to all people His truth and His will for our lives in both the Old and New Testaments. Thus the Bible is “the only perfect rule for faith, doctrine, and conduct,” and therefore I shall have my life completely shaped by the powerful and living Word of God. The alternative is clear: Not to be shaped by the Word is to be shaped by the world.
- **I must be born again.** Jesus Himself says this in John 3, and so I must be sure that I do so. Being born again brings me into God’s Kingdom and begins my growth in the grace and knowledge of Jesus Christ.
- **I believe in the Church of Jesus Christ.** Gathering with the family of Christians is so important that the Bible commands it (Hebrews 10:24-25). In the church we are one family, all “born anew to a living hope” in Jesus (1 Peter 1:3), and thus all believers, regardless of position, wealth, race, or any other circumstance, are part of His Body, His Church.
- **I believe in the ministry of the Holy Spirit.** Jesus taught that the Holy Spirit leads us “into all truth” (John 16:13), is the “Spirit of truth,” will remind us and teach us God’s Word for us, and thus the Holy Spirit guides our mission and supplies the gifts we need as the Church to exalt Jesus Christ and to live for Him.
- **I am free in Christ.** Jesus Christ delivers me from the power of sin and frees me to live in righteousness, peace, truth, and joy. As long as I and my Christian family are free to obey what God has clearly taught, we are also free to allow each other differences of a reverent opinion on what God has not clearly taught. It is more important to be one in Christ and obedient to His Word (John 14:15) than to have uniformity of opinion on issues God has not considered so important as to teach them explicitly. Therefore, since we are all sinners saved by Christ, I shall be sure that I obey what God says, help my brothers and sisters to do the same, and will be free to disagree on what is not certain until we stand before His throne and know all the truth.

I accept and can abide by these doctrinal affirmations:

Date

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Understanding Child Abuse - Page 1 of 2
Adopted on 10/24/95

According to Children's Defense Fund publications:

The Expanding Problem of Child Abuse

Every 47 seconds, a child in the United States is abused or neglected. This totals 675,000 children per year.

Since 1976, reports of child abuse and neglect have risen steadily, rising more than 90% between 1981 and 1986.

In 1987, 2.2 million children and adolescents were reported abused, neglected, or both, according to the American Association for Protecting Children.

What is Child Abuse?

Child abuse falls into four categories:

Physical Abuse. Deliberately inflicting bodily harm to children constitutes physical abuse. Instances of physical abuse include violent assault with a knife, strap or other implement; burns, fractures, and bruises resulting from being beaten, pushed down, shaken or thrown.

Sexual Abuse. Any time a child is used for the sexual stimulation of an adult or a significantly older child, abuse has occurred. The child is powerless either to consent to or resist such sexual acts. This includes fondling, sexual intercourse, forced participation in sexual acts, incest, exploitation for the purpose of pornography or prostitution.

Emotional Abuse. Emotional abuse may be very difficult to prove or to trace. Spoken or unspoken violence toward a child is extremely devastating. The child receives the message that he/she is not good and never will be. Emotional abuse includes verbal lashings; cruel restrictions or punishments (e.g., being locked up for 24 hours in a closet); withholding of love, affection or comforting language by the parent.

Neglect. Children have basic physical, environmental, and nutritional needs which must be supplied. Chronic withholding of food, clothing, medication, and proper living quarters, as well as abandonment, are all indicators of neglect. Parents' failure to care adequately for a child's physical, emotional, or educational needs represents a far more common form of maltreatment than physical, sexual or emotional abuse.

Scripture is replete with instructions for parents to discipline their children in love. Loving discipline is characterized by

*Loving Discipline vs. Child Abuse

motivation to help the child learn to do what is right; abuse is hurting out of anger.

Proverbs 3:12 The LORD disciplines those he loves, as a father the son he delights in.

Proverbs 13:24 He who spares the rod hates his son, but he who loves him is careful to discipline him.

Proverbs 19:18 Discipline your son, for in that there is hope; do not be a willing party to his death.

Proverbs 22:15 Folly is bound up in the heart of a child, but the rod of discipline will drive it far from him.

Proverbs 23:13 Do not withhold discipline from a child; if you punish him with the rod, he will not die.

Proverbs 23:14 Punish him with the rod and save his soul from death.

Proverbs 29:15 The rod of correction imparts wisdom, but a child left to himself disgraces his mother.

Proverbs 29:17 Discipline your son, and he will give you peace; he will bring delight to your soul.

Ephesians 6:4 Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.

Martha Lake Covenant Church
Understanding Child Abuse - Page 2 of 2
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Indicators of Possible Abuse

There are certain indicators which may predispose a child to abuse and neglect:

- simply being under 3 years old
- exceptional traits (e.g., hyperactivity, physical or mental disabilities, high intelligence, etc.)
- premature birth
- twins or triplets
- chronic illness

===== Physical Abuse =====

Actions of the Child:

- Fears parents, fears going home. May talk about abuse.
- Is fearful of other adults.
- Shows extremes of behavior: aggressiveness, emotional withdrawal, regression.
- May exhibit violence to peers or adults, acting out behavior he/she often experiences.

Physical Characteristics:

- Frequent and unexplained cuts, abrasions, welts, burns, broken bones, bruises.

===== Sexual Abuse =====

Actions of the Child:

- Has unusual sexual knowledge or behavior for his/her age.
- Reports sexual activity or abuse.
- Plays out sexual abuse through doll play, drawings, written work.
- Is depressed; cries often and easily.
- Withdraws into fantasy play, daydreams.
- Withdraws from peer relationships.

Physical Characteristics:

- Has soreness, bruises or bleeding in external genitalia or anal areas.
- Has torn or stained, bloody underclothing.
- Exhibits physical illnesses such as headaches, stomach aches, fatigue, venereal disease.
- Has difficulty walking or sitting.

===== Emotional Abuse =====

Actions of the Child:

- Reports verbal/punitive & restrictive behaviors.
- Exhibits extreme depression.
- Threatens/attempts suicide.
- Extremely compliant/eagerness to please but unable to believe in ability to please adults.

Physical Characteristics:

- Displays passive/aggressive behavior patterns.
- Lags in development (physical as well as emotional).

===== Neglect =====

Actions of the Child:

- Reports lack of care by parent or other caregiver.
- Begs or steals food.
- Extreme listlessness; fatigue.
- Lack of care evidenced by clothing, bodily hygiene, etc.

Physical Characteristics:

- Has unattended physical or medical needs.
- Look of abandonment.
- Is always hungry.
- Dresses inappropriately (e.g., summer clothing in 20° temperature).
- Displays poor hygiene.
- Failure to thrive.

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Policy on Avoiding Child Abuse
Adopted on 10/24/95

1. **Which Workers.** This policy shall be for paid and volunteer workers with children or youth under 18 years of age.
2. **Adequate Supervision.**
 - (a) The recommended ratio of workers to children for each grade group is:

Grades 1-4:	1 to 4-6
Grades 5-8:	1 to 5-7
Grades 9-12:	1 to 6-8
 - (b) At least 2 workers age 18 or older should be present with any group or child. This is mandatory in closed restrooms and in closed classrooms. Any emergency deviation from this minimum of 2 shall be reported to a the pastor or program director as soon as possible. (See item 4 below for a list of program directors.)
3. **Training.** All workers with children or youth shall be trained in church policies and procedures related to understanding, avoiding and reporting child abuse.
4. **Prohibited Behavior.** Kissing. Sexual touching. Spanking. Patting on buttocks. In addition, good judgment should be used for any other forms of expressing affection. All behavior should be above suspicion. Any behavior that could be construed to be inappropriate should be discussed with the program director or pastor. The program directors for children and youth programs are: Sunday School Superintendent, Children Education Director, AWANA Commander, and Youth Group Leader.

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Policy on Reporting Suspected Child Abuse
Adopted on 10/24/95

1. **Which Workers.** This policy shall be for paid and volunteer workers with children or youth under 18 years of age.
2. **Recognize Abuse Indicators.** Children go through stages normally, but if two or more of these symptoms appear simultaneously, it may indicate abuse.

Personality change
Outgoing child becomes clingy
Changes in toilet training habits
Signs of being uncomfortable with someone formerly trusted
Child withdraws into self
Child talks about sex acts without prior knowledge (movies, TV, instruction)
Moody, crying excessively
Changes in eating, sleeping habits
Increased activity
Behavior problems
Unusual shyness
Sudden unfounded fears
Child has unusual need for "you're O.K."
Child shows unnatural interest in own and other's genitals
Social skills change

If you suspect abuse has occurred, report it as in item 4 below.

3. **If a Child Reports an Abuse.**

A. TAKE THE CHILD SERIOUSLY

Specialists who work with sexually abused children report children usually do not lie about sexual abuse.

B. STAY CALM

Shock, anger, fear, guilt, shame or disbelief may be your reaction, especially when the offender is someone you and/or the child trusted. Although you may want to cry, stomp or throw things, this behavior may make the child feel guilty, so wait until you are away from the child to cry, stomp or throw things.

C. REASSURE THE CHILD

Maybe something like this: "Thank you for telling me about this. You are such a wonderful person. I'm proud of you for telling me! Sometimes even adults do "secret" touching, but you didn't do anything wrong. You did just the right thing when you told me. It wasn't your fault. I'll help you."

4. **Report Suspected Abuse.**

Report the suspected incident to the program director or the Pastor immediately. (At the latest, within 24 hours.) The program directors for children and youth programs are: Sunday School Superintendent, Children Education Director, AWANA Commander, and Youth Group Leader.