

# **Grace Community Church in Overbrook**

## **Backgrounds for Children and Youth Ministries and Christian Education Activities**

**Policy #01-003**

**Approved By the Church Cabinet**

**September 1, 2005**

*Revised: January 23, 2007*

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Senior Pastor

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Date

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Chairman of the Congregation

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Date

## **Policy**

### **Backgrounds for Children and Youth Ministries and Christian Education Activities**

**PURPOSE:** The leadership of Grace Community Church realizes that the safety and welfare of the children of the church should be one of the highest priorities of the church. To ensure this priority is met and to assure parents and other members of the community that children who are a part of the educational activities of this church are safe and secure, background forms will be required of all individuals working within children or youth ministries of the church.

**POLICY:** A Review Board will be created to administer this policy under the general responsibilities of the Church Business Administrator. The Review Board will be comprised of one member of the Pastoral Staff appointed by the Senior Pastor, the Chair of the Children's Ministries Task Force and the Chair of the Christian Education Task Force. The responsibilities of the Review Board are as follows:

- Develop, distribute and maintain a background information form which must be completed by every individual who works or desires to work in children or youth ministry programs within the church. Children or youth programs are those for age groups of high school and below.
- Review and file background information forms submitted to the Review Board at the church office for all individuals currently working in children or youth programs. These forms are to be considered confidential and only those members of the Review Board or the Senior Pastor (and his designated pastoral staff) are to have access to them.
- Enforce the provisions of this policy by preventing any individual who, in the collective opinion of the Review Board, does not meet the approved criteria to work with, teach or direct children or to be directly involved in children and youth programs within the church. Ensure that background forms are completed and reviewed on each individual working in children and youth programs before allowing that individual to work in such programs.
- Should the Review Board find it necessary, the church authorizes a more thorough background check of individuals where information on the background information form is incomplete or inaccurate. The findings of such a check shall be attached to the individual's background information form and filed.

**APPROVED CRITERIA FOR WORKING WITH CHILDREN:** The following criteria will be used for the approval of individuals to work with children or youth programs:

1. The individual must have accepted Jesus Christ as their personal Savior.
2. Any type of conviction for child abuse or for violence related to a child shall be immediately excluded from working directly in children or youth programs within the church and the application form of such an individual will be denied.
3. The falsification of a criminal record on the application form shall result in the denial of the application.
4. Character references shall be included and reviewed as a part of the review process. References may not be accepted from immediate family members (parent, son, daughter, sibling, spouse) or from those related immediately by marriage (father- or mother-in-law, son- or daughter-in-law, brother- or sister-in-law).
5. For individuals who have been convicted of any felony (except those as described in #2 above), applications may not be approved until three years have elapsed from the time of release from incarceration or from conviction, whichever is more recent.
6. For individuals who have been convicted of two or more acts of violence (except those as described in #2 above), applications may not be approved until three years have elapsed from the time of release from incarceration or from the latest conviction, whichever is more recent.

**PROCEDURE:** The following procedure will be employed for the review and approval or denial of the application:

- One member of the Review Committee will review the application and supporting documents. If that member believes there are no serious problems with the application, the individual will be permitted to work in children and youth programs pending the final review of the application by the entire Review Committee.
- The application must be complete (all reference and supporting documentation must be submitted) before final approval of the application can be made by the Review Committee.
- If the Review Committee has any questions about the application, the pastoral staff member of the Review Committee will personally interview the individual in an attempt to resolve the questions. Final action on the application will be based on the results of the interview.
- If the individual has been convicted of a felony or two or more acts of violence, the pastoral staff member of the Review Committee will personally interview the individual to determine if the provisions of this policy apply. If they do not, the

Review Committee will treat the application as any other. If they do, the pastoral staff member will explain the three-year waiting process, discuss the reasons the application will be denied at this time and encourage the individual to reapply at the end of the three-year waiting period.

- Once the application is complete and action taken by the Review Committee, the application, together with supporting documentation, will be filed in a secure file cabinet in the church office.

**BACKGROUND INFORMATION FORM AND SUPPORTING DOCUMENTATION:** The background information form and supporting testimony and reference forms approved by the Review Board and the Church Cabinet shall be attached and made a part of this policy.

That the children of Grace Community Church will follow Jesus, because they know His voice. They will never (on any account) follow a stranger, but will run away from him because they do not know the voice of strangers or recognize their call.

John 10:4-5

# Application for Ministry to Children and Youth

**Grace Community Church in Overbrook**

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**GRACE COMMUNITY CHURCH**  
**APPLICATION FOR MINISTRY TO CHILDREN/YOUTH**

**Statement of Intent:** In order to protect our children/youth and families, the following information is collected from all volunteers who serve within the Children's/Youth Ministries of Grace Community Church. All information received from this profile, as well as all resulting reference checks, is highly confidential and is only accessible to Pastoral Staff and review board of Grace Community Church.

**General Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Birth date: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Currently employed? Yes \_\_\_\_ No \_\_\_\_

If yes, where? \_\_\_\_\_ Yrs on this job: \_\_\_\_\_

Social Security # \_\_\_\_\_ Ladies Maiden Name \_\_\_\_\_

**Background Information:**

Have you accepted Jesus Christ as your personal Savior? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe your conversion to Christ and your spiritual journey on the attached Testimony form and include the form with this application.

List any gifts, callings, training, education, or other factors that have prepared you for working with children:

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What age level of children do you prefer to work with?

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Are you a member of Grace Community Church? \_\_\_\_\_

How long have you attended Grace Community Church? \_\_\_\_\_

List past positions and experience working with children/youth (include names of churches and organizations):

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Check other GCC activities you regularly attend:

_____ Sunday School	_____ Sunday morning worship
_____ Sunday evening service	_____ Small groups or Bible Studies
_____ Pioneers for Christ	_____ Men's or Women's Night Out
_____ Youth Group	_____ Girl's or Guy's Night Out

Do you have a current driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list your drivers license number and state: \_\_\_\_\_

Have you ever been convicted of a major traffic offense, such as, reckless driving, DUI, or suspended driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe all of your convictions for the past five years:

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Do you have any physical condition which may preclude you from working with children/youth? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

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Have you ever been convicted of a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever abused or sexually molested a minor? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of neglect, abuse, or sexual molestation of a minor?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever used any illegal drug (ex., marijuana, cocaine)? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? Yes \_\_\_\_\_ No \_\_\_\_\_

(If you answered "yes to any of the above questions, please provide an explanation on a separate sheet of paper.)

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God desires His children to remain sexually pure. The Bible is clear in teaching on sexual sin, including sex outside of marriage and homosexual acts. Neither heterosexual sex outside of marriage nor any homosexual act constitutes an alternative lifestyle acceptable to God. Grace Community's desire is to encourage individuals to trust in Christ and turn away from any impure lifestyle. Do you agree to pursue a sexually pure lifestyle? Yes \_\_\_\_\_ No \_\_\_\_\_

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**Statement of Consent and Release:** "The above information is true and accurate to the best of my knowledge. I understand that the information I have provided may be verified, if necessary, by contacting persons or organizations named in this application, 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 Grace Community Church harmless from liability, including the officers, employees, and volunteers thereof.

**Reference Forms:** Please ask two members of the church (or your former church) that know you to complete the two reference forms and return them with this application. Valid character references for individuals working in Children's or Christian Education programs at Grace Community Church are those who are not immediate family members (parent, son, daughter, sibling, spouse) or related

immediately by marriage (father- or mother-in-law, son- or daughter-in-law, brother- or sister-in-law).

**Applicant's Statement**

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches, or other organizations listed herein to give you any information they may have regarding my character and fitness for working with children. I release all such references from liability for any damage that may result from furnishing such evaluations to you. I understand that any omission of material fact on this application may be grounds for rejection of this application.

**Grace Community Church Teacher's Covenant**

Having committed to the ministry of teaching and the habits essential for spiritual maturity, and having attended new teacher orientation, I commit to:

- Prepare for ministry by maintaining my personal relationship with Christ.
- Support the teaching ministry by praying for the children and youth volunteer staff, other teachers, and specifically, the children in my class.
- Cooperate with other ministries and place the greater good of the whole body over the needs of my ministry.
- My personal growth and education by participating in teacher training.

Should my application be accepted, I agree to follow the policies of Grace Community Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I understand that the personal information will be held confidential by the professional church staff.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT CHECKLIST (For office use only)**

Name \_\_\_\_\_ Paid \_\_\_\_\_ Volunteer \_\_\_\_\_

Date application received \_\_\_\_\_ Checked by \_\_\_\_\_ Date \_\_\_\_\_

Reference Letters mailed \_\_\_\_\_ Received \_\_\_\_\_

Checked by \_\_\_\_\_ Date \_\_\_\_\_

**Background Check - Kansas**

Date Contacted to sign release \_\_\_\_\_ Date Release Signed \_\_\_\_\_

Release mailed to state \_\_\_\_\_ Received background check \_\_\_\_\_

# Volunteer Ministry Application Reference

Notice to References: Valid character references for individuals working in Children's or Christian Education programs at Grace Community Church are those who are not immediate family members (parent, son, daughter, sibling, spouse) or immediately related by marriage (father- or mother-in-law, son- or daughter-in-law, brother- or sister-in-law).

Volunteers Name \_\_\_\_\_ Date \_\_\_\_\_

GCC (or previous church) Member (person filling out form) \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail address \_\_\_\_\_

What is your relationship to this volunteer?

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Name a positive characteristic trait you have observed in this volunteer?

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Do you consider this person to be responsible? \_\_\_\_\_ Why or why not?

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Additional comments & Observations

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GCC (or previous church) Member's Signature

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"Work hard and cheerfully at whatever you do, as though you were working for the Lord rather than for people. Remember that the Lord will give you an inheritance as your reward, and the Master you are serving is Christ." Colossians 3:23-24

