Add Church or Diocese Logo

(Church Name)

(Updated December 16, 2023)

 Abuse Prevention

And

Sexual Acts Policies and Procedures

(Template)

Contents

Purpose……………………………………………………………………………………………………3

Scope………………………………………………………………………………………………………3

Definitions………………………………………………………………………………………………….3

Employee and Volunteer Screening Process …………………………………………………………4

Worker’s Training ………………………………………………………………………………………...5

Volunteer Application and Privacy ………………………………………………………………….….5

Disqualifications for Volunteers and Employees Working with Minors …………………………….5

Other Policy Violations ……………………………………………………………….………………….6

Specific Policies ………………………………………………………………………………………….6 Abuse Reporting ………………….……………………………………………………………………...7

Insurance ………………………………………………………………………………………………….8

Conclusion ……………………………………………………………………………………….……….8

Youth Worker and Misconduct Coverage Application………………………………………………..9

 I. Purpose

Jesus’ instructions were: “*let the little ones come to Me and do not hinder them, for the kingdom of heaven belongs to such as these.”* Matthew 19:14. In following the Lord’s command, it is the purpose of the vestry or mission council, clergy, members, staff, and volunteers of CHURCH NAME to assure that the children, youth, persons with disabilities and all members of the congregation are in a safe environment.

This policy is for the protection of minors as well as our adult congregation members, volunteers, and employees. CHURCH NAME is required to hold employees and volunteers accountable for their actions when supervising, teaching, and leading children, youth, vulnerable adults, and members of the CHURCH NAME family. All employees of CHURCH NAME are responsible for ensuring that the workplace and interaction with parishioners is free from harassment and misconduct.

II. Scope

This policy shall apply to all activities of CHURCH NAME and includes current and future staff/workers, compensated and/or volunteers who will have the responsibility of being with children, youth, persons with disabilities, fellow employees, and parishioners.

III. Definitions

The following definitions shall apply to these policy and procedures: (MAY VERY PER STATE)

* “Child”, “children” and “minor” - any individual under the age of eighteen (18) or one whose mental capacity is that of a minor.
* “Adult” - any individual at least eighteen (18) years of age (except those whose mental capacity is considered that of a minor.)
* “Teen” or “youth” – an individual at least thirteen (13) years old or older but under the age of eighteen (18).
* “Worker” – any person who serves in the capacity of a volunteer and/or an employee who is responsible for caring for, assisting with, or working with minors or vulnerable adults.
* “Child Abuse” – verbal, physical, emotional, or sexual abuse of a child or minor.
* “Vulnerable” - capable of being physically or emotionally wounded, open to attack or damage.
* “Criminal Background Check” – procedure used to determine if a potential adult worker has a record of inappropriate activity. Add the level as recommended by your insurance carrier.
* “Mandated Reporter” – (Pick your State) **Michigan:** Child Protection Law requires certain professionals to report their suspicions of child abuse or neglect to Centralized Intake (CI) at the Department of Health and Human Services (DHHS) **Ohio:** [The Ohio Revised Code section 2151.421 mandates that certain people are required to make a report to child protective services or law enforcement if they suspect that abuse is taking place.](http://codes.ohio.gov/orc/2151.421) **Indiana:** Indiana is a mandatory reporting state; anyone who suspects a child has been neglected or abused must by state law make a report. **Kentucky:** The law requires reporting when “any person knows or has reasonable cause to believe that a child is dependent, neglected, or abused…” **Indiana** “An individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report.” **(Check with your state annually).**

“Mandated Reporter” – In many states everyone is now considered a “Mandated Reporter”. If you are a Mandated Reporter, you must report any suspicion of misconduct immediately to the proper authorities as stipulated by your state statues. In most states it is a misdemeanor criminal offense to fail to report suspicions of child abuse or neglect. If you are a licensed professional, failure to report could jeopardize your licensure.

* “Privileged Communication” - As a doctrine of some faiths, clergy must maintain the confidentiality of pastoral communications. This is sometimes referred to as "clergy-penitent privilege," where "penitent" refers to the person consulting with clergy. Mandatory reporting statutes in **some** States specify the circumstances under which a communication is "privileged" or allowed to remain confidential. Privileged communications may be exempt from the requirement to report suspected abuse or neglect. The privilege of maintaining this confidentiality under State law must be provided by statute. Most States do provide the privilege, typically in rules of evidence or civil procedure. If the issue of privilege is not addressed in the reporting laws, it does not mean that privilege is not granted; it may be granted in other parts of State statutes. This privilege, however, is not absolute. While clergy-penitent privilege is frequently recognized within the reporting laws, it is typically interpreted narrowly in the context of child abuse or neglect. The circumstances under which it is allowed vary from State to State, and in some States, it is denied altogether. (Check with your State annually)
* “Member” as defined in the CHURCH NAME Bylaws.
* Sexual Misconduct – sexual abuse or molestation, child sexual abuse, sexual harassment, sexual exploitation, or pastoral sexual abuse are not acceptable in the Anglican Diocese of the Great Lakes and at CHURCH NAME and are defined as follows:
	+ Sexual abuse or molestation – any sexual involvement or sexual contact by any person with another person who is a minor, legally incompetent or unwanted sexual contact between adults.
	+ Child sexual abuse – any sexual abuse or molestation as defined above with a minor.
	+ Sexual harassment – unwelcome written, spoken, or physical sexual advancement or conduct, a direct or indirect request for a sexual favor or suggestion that one might be granted, sending of emails or texts with sexual or suggestive content.
	+ Sexual exploitation – the attempted development of a sexual relationship between clergy or a layperson and/or another person with whom a leadership relationship exists, whether or not there is consent.
	+ Pastoral sexual abuse - The initiation, continuation, or pursuit of a sexual relationship by clergy with a person with whom he or she has a pastoral relationship, even if the relationship is considered consensual. The use or exploitation of one’s position in connection with his or her sexual or emotional needs or desires.

IV. Employee and Volunteer Screening Process

1. All clergy and paid employees are required to complete the “Youth Worker and Misconduct Application” at a minimum every three years, including references and permission for CHURCH NAME to run a criminal background check.
2. All adult volunteers who desire to work with minors or vulnerable adults will also complete the “Youth Worker and Misconduct Coverage Application” at a minimum every three years, including references and permission for CHURCH NAME to process a criminal background check and to contact the references. Volunteers under the age of 18 will be asked to provide 3 names of adults that would be qualified to provide a character reference. (i.e., coaches, teachers, employers, etc.)
3. Background checks will be performed on all volunteers and employees working with minors or vulnerable adults once every\_\_\_\_\_ years (Check with your insurance carrier as to what is required in the background check and how often they are to be performed (receive a response in writing from the underwriter not the agent). The Diocese requires all congregations to perform background checks at a minimum every three years. If your insurance policy or questionnaire includes the wording **“Best Practice”** than a background check will be required, every year. An annual background check is recommended by all Insurance Companies and may potentially lower your premium.
4. Any prospective employee or volunteer who is found to have prior occurrences of sexual misconduct or child abuse will not be allowed to serve in an area where he or she would have contact with minors or vulnerable adults.
5. Any person who may pose a threat to children, youth, vulnerable adults, employees, or church parishioners will be prohibited from working in any ministry where their presence could be considered a risk.
6. No employee or volunteer will be approved to work with minors until
	1. Six months of membership at CHURCH NAME has been observed (Newly hired Clergy are exempt of this requirement).
	2. An Employment Application or an “Youth Worker and Misconduct Coverage Application” has been completed and reviewed.
	3. A Criminal Background check has been returned with satisfactory results.
	4. At least two references have been contacted and positive responses received.
	5. The Employee or Volunteer has satisfactorily completed the Guard Your Heart or Ministry Safe training provided by the Diocese. (Training should be repeated at a minimum every three years). Check with your Insurance Carrier they may require training more often.
	6. The employee or volunteer has been interviewed by the Rector/Vicar-in-charge or their designee.

V. Worker’s Training

Once approved, each new employee or volunteer who will be working with minors or vulnerable adults will be required to take the Guard Your Heart or Ministry Safe training and complete and pass the test. Upon completion of the video training. the individual will receive a certificate of completion and will be responsible for providing a copy of the certificate to the Rector/Vicar-in-charge or their designee. They will also be required to review this document and sign the last page.

VI. Volunteer Application and Privacy

The application to work with children and/or vulnerable adults contains and requests permission to obtain personal and confidential information. This may appear to be an invasion into the privacy of our lives; however, CHURCH NAME is convinced that the security of the children, vulnerable adults, employees, and parishioners far outweighs the personal invasion that such an investigation may seem to create. All personal information, applications, criminal background check results, reference checks, or the refusal of any person to participate in these procedures will be kept in confidence.

VII. Disqualifications for Volunteers and Employees

CHURCH NAME reserves the right to disqualify any prospective employee or volunteer as a result of any adverse findings from a criminal background check or any other source. Results from all background checks will be reviewed by the Rector/Vicar in Charge or their designee(s). Any information obtained through the background checks will be kept in confidence.

VIII. Other Policy Violations

While the Criminal Background Check will alert CHURCH NAME to crimes that are documented, CHURCH NAME also reserves the right to remove a volunteer or employee from their position if unacceptable behavior is observed during any sanctioned program or activity. If these behaviors are observed, they are to be immediately reported to the Church’s Rector/Vicar-in-Charge or the most senior staff or volunteer available who is not directly involved in the allegation once the safety of the victim has been assured. Examples of unacceptable behavior may consist of the following:

* Any direct observations or evidence of sexual activity in the presence of an adult or minor.
* Sexual advances, innuendos, or sexual activity of any kind between any person and an adult or minor. Infliction of physically abusive behavior or bodily injury to an adult or minor.
* Physical neglect of a minor, including failure to provide adequate supervision during an activity.
* Mental, verbal, or emotional abuse, or bullying caused by, encouraged by, or overlooked by a volunteer or employee directed at a child, vulnerable adult, fellow employee, or parishioner.
* The possession of obscene or pornographic materials at any function of CHURCH NAME whether on or off the property.
* The presence, possession, consumption, or being under the influence of any illegal or illicit drugs during any activity involving minors on or off the church property.

IX. Specific Policies

1. Any lay volunteer who holds a leadership position must be a practicing believer in Jesus Christ and be a member of CHURCH NAME for a period of 6 months (Newly hired Clergy are exempt of this requirement).
2. “Two Adult Rule” Is a requirement that two unrelated adults be available when supervising children. On diocesan or church property or at any diocesan or church sponsored event, no adult shall be left alone with a child unless in the case of an emergency. (Any exceptions to this Rule must be approved by your insurance carrier and the Rector/Vicar). (Check with insurance carrier they may allow related adult parties and may not allow vetted teenager substitution)
3. Only approved nursery workers will be allowed in the nursery. (Except the parents assisting with their child) It is the policy of CHURCH NAME that the workers do not change diapers. If the need arises, the parents will be alerted and asked to come and change the diaper. (Check with your Insurance carrier)
4. A designated person will make random checks on all classrooms on a pre-determined basis. (Remove number 4 if this is not feasible at your Church)
5. Children will only be released to approved parents or guardians. If a child is to be released to a non-custodial parent or guardian, written permission is required, and identification will be required before the child is released.
6. There must be a window on all doors in the church where minors are meeting, or pastoral counseling is occurring. If there is not a window in the door, the door must remain open.
7. Off-site activities (not on Church property) involving minors must require the written permission of a parent or guardian. There will be at least two unrelated adults for every 10 children. If an adult, employee, or volunteer is transporting unrelated minor(s) their background check must include a motor vehicle record search. (Check with your Insurance carrier).
8. Any individual emails, texts, and electronic meetings such as zoom from a staff member or volunteer of the church directly with a child is forbidden unless the parent or guardian of the child is to be copied utilizing the same media.
9. All volunteers and employees if they are or have been accused of abuse or charged with a felony are required to report themselves to the Priest / Vicar in Charge and the Senior Warden at the congregational level (The Rector should then contact the ADGL bishop who will contact the chancellor).
10. Any pastoral counseling of a minor should be witnessed by one other unrelated adult, and parental or guardian permission must be obtained before any ordained pastoral staff may meet with a minor. The door must remain open during the counseling with another adult person on the premises. All onsite and offsite pastoral counseling with an adult or minor is prohibited unless another adult is on the premises. (May be mandatory by some Insurance Carriers)
11. The Anglican Diocese of the Great Lakes requires that members of the clergy and other pastoral care givers refer an individual to professional counseling after meeting for six sessions. Clergy may continue to provide ongoing pastoral care, prayer ministry and spiritual direction. (Exceptions must be approved by the Bishop in writing) **Fees or donations for pastoral care are prohibited**.
12. If a known registered sexual offender participates in worship or other ministry related activities, a designated mentor, sponsor, or chaperone will be assigned and responsible for monitoring the offender’s activities while on the premises or while participating in a ministry sponsored activity. (Check with your Insurance coverage some policies may not allow known sexual offenders on site.).
13. This Policy will be reviewed by the Vestry every \_\_\_ Years. Check with your insurance carrier usually no more than 3 years.

X. Abuse Reporting

All instances or reports of abuse will be taken seriously, and appropriate action will be taken as stated below.

1. Any person having cause to suspect that someone has been a victim of mental, emotional, physical, or sexual abuse is required to immediately report their suspicion to the appropriate authorities (See 3 below).
2. Employees and volunteers are also strongly encouraged to report any suspicious activity or allegation to their designated ministry leader. In an instance where there is an accusation of abuse and an employee or volunteer is the alleged perpetrator, his or her immediate supervisor and the Rector/Vicar-in-Charge will be contacted, and the employee or volunteer will be suspended or placed on administrative leave while inquiries are made into the situation. (If the Rector/Vicar in Charge is the alleged perpetrator the Sr. Warden should be contacted)
3. Reports must be made by the Church to the proper law enforcement authority on a timely basis as required by local, state, or federal statute. Response may include any or all the following:
	1. Report the incident to the proper law enforcement authority **(All mandatory reporters are required to contact the appropriate authorities immediately).**
	2. Report the incident to the insurance company.
	3. Report the incident to the ADGL Bishop who will report it to the ADGL Chancelor
	4. Report the Incident to the Churches legal counsel.
4. Every allegation of physical or sexual abuse will be investigated promptly and thoroughly. **Every incident should follow the specific guidelines and requirements of the ACNA and ADGL Canons particularly Title IV.** Church disciplinary action of the accused, if guilty, ranges from removal of that person from serving in their former capacity to possible dismissal from the Congregation. The problem will not be remedied by relying on the promise of the employee or volunteer to reform.

XI. Insurance

CHURCH NAME maintains a sufficient level of liability insurance coverage (Highly recommend a minimum of $1 million) that covers child abuse, counseling, and sexual misconduct claims. (Some Insurance Companies have multiple riders including a separate rider for counseling with Brotherhood Insurance)

XII. Conclusion

CHURCH NAME has implemented the above policy for the purpose of caring for and protecting the CHURCH NAME family. Adopting and implementing these policies helps to provide a safe and secure environment. All employees and volunteers will be instructed to read and follow this policy. A signed statement of agreement will be kept on file for each employee, vestry or mission council member and volunteers who assists and/or works with children, youth, and vulnerable adults.

It is CHURCH NAME intent that all employees and volunteers should be held to a higher standard of excellence in regard to morality. Staff members and volunteers should be recognized by the positive response to the call of God on their lives. Staff members and volunteers should not take lightly the responsibility of being a representative of CHURCH NAME in all encounters within the church, the community, and the world.

After thoroughly reading the information in this policy, please sign and return the last page to the Rector/Vicar-in-Charge or their designee to be placed in your file. Please keep a copy of this policy on file for future reference.

(Please send your Church Policy and Church Volunteer Application to Your Insurance Company for approval and/or for recommended changes. Please let The Rev. Canon Jeff Smead know of recommended changes by you or your insurance carrier so this template can be enhanced for our congregations ( jeffsmead@adgl.us ). (Remove all “**Non**-**Black”** colors in your final document.).

XIII. Abuse Prevention and Sexual Acts Policies & Procedures Affirmation

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read CHURCH NAME Abuse Prevention and Sexual Acts Policies and Procedures and agree to follow the above guidelines.

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

(Signed by all Clergy, Vestry or Mission Council members, all Staff and Youth Volunteers in the Congregation)



CHURCH NAME

**Youth Worker and Misconduct Coverage Application**

(Required for all Clergy, Staff and Volunteers. In addition, it is required for all Vestry/Mission Council members and officers in order to be covered for potential Misconduct)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Cell)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_

Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_\_\_\_

How long have you lived in the State: \_\_\_\_\_\_\_ Sex: \_\_\_\_ Male \_\_\_\_ Female Date of Birth: \_\_\_\_\_\_

Driver’s License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Phone #): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In which program(s) do you want to become involved? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What other children’s/youth work experience do you have (Include Churches that were regularly attended over the past 10 years)?

**Organization Program Date Contact**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **Education Name of Institution Year Degree**

**High School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_**

**College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_**

**Have you at any time:** (Please explain any Yes answers on a separate page)

\*Been arrested for any reason? \_\_\_\_Yes \_\_\_\_No

\*Been convicted of or pleaded guilty or no contest to any crime? \_\_\_\_Yes \_\_\_\_No

\*Engaged in or been accused of, or plead guilty or no contest to any child molestation, exploitation, abuse, or sexual misconduct? \_\_\_\_ Yes \_\_\_\_No*.*

**Are you aware of:**

\*Having any traits or tendencies that could pose any threat to children, youth, or others? \_\_\_\_Yes \_\_\_\_No

\*Any reason why you should not work with children, youth, or others? \_\_\_\_Yes \_\_\_\_No

\*(These five questions are requested to be in an application by most insurance companies but may not be legally asked of an employee in certain states; check with your legal counsel.)

Have you regularly attended CHURCH NAME for at least six months? \_\_\_\_ Yes \_\_\_\_No

Willing to submit to a background check before beginning your volunteer position? \_\_\_Yes \_\_\_\_No

**References:** **List names and phone numbers of at least two references who are not related to you.**

**(1)** Reference is: \_\_\_\_Employer \_\_\_\_Education \_\_\_\_Personal

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

**Title/ Relationship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone:** (\_\_\_\_\_\_\_) \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_

**(2)** Reference is: \_\_\_\_Employer \_\_\_\_Education \_\_\_\_Personal

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

**Title/ Relationship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone:** (\_\_\_\_\_\_\_) \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_

*I recognize that CHURCH NAME is relying on the accuracy of the information I provided on the Youth Worker and Misconduct Coverage Application form. Accordingly, I attest and affirm that the information I have provided is true and correct.*

*I authorize the organization to contact any person or entity listed on the Youth Worker and Misconduct Coverage Application form, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions relating to my background or qualifications.*

*I voluntarily release the organization and any such person or entity listed on the Youth Worker and Misconduct Coverage Application form from liability involving the communication or information relating to my background or qualifications. I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary.*

*I have carefully read the policy and procedures of the organization, and I agree to abide by them and to protect the health and safety of the children or youth assigned to my care or supervision.*

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

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

*(Please read this document carefully before signing.*