



Please give a brief testimony of how you came to know Jesus Christ (use a separate piece of paper, if needed):

Briefly describe your current relationship with the Lord:

### CONFIDENTIAL QUESTIONS

**Please circle YES or NO to the following questions.** If your answer is yes, please give an explanation on a separate sheet of paper. (*If you would rather discuss these questions with a pastor, please feel free to do so.*)

- Do you have any physical restrictions that would prevent you from performing the necessary tasks in the position for which you are applying? YES NO
- Do you have any medical condition that might endanger anyone due to its contagious nature? YES NO
- Have you ever been arrested or convicted of any criminal act more serious than a traffic violation? If so, which state? Please describe the incident. YES NO
- Have you ever been convicted of sexual abuse, maltreatment or neglect of a minor? If so, which state? Please describe the incident. YES NO
- Is there any reason to question your ability to be a Christian role model in the areas of moral integrity or substance abuse? YES NO
- Is there anything else that you think would be important for your potential leaders in this ministry to understand about you? YES NO

**Please read the following statement carefully before signing:**

*I authorize the representatives of Southern Lakes EFC to make any and all appropriate inquiries regarding my background and I release Southern Lakes EFC and its representatives from any liability, which may result from such actions. Background checks will include a Criminal History Report and a National Sex Offender Registry check.*

*By signing this application, I state that all information given about myself is true. I understand that my application may not be given further consideration if I have provided any false statements, misrepresentations or omissions during the application process. I understand that false statements, misrepresentations or omissions may be cause for rejection or for subsequent dismissal as a volunteer. I agree that Southern Lakes Church and its representatives may refuse to consider or may terminate my volunteer status at any time and for any reason and I agree that Southern Lakes Church and its representatives shall not be held liable in any respect if my volunteer status is not considered or is terminated for any reason.*

*By signing this application, I agree to abide by the teaching of the Bible, Southern Lakes Church's Statement of Faith, and the Child Protection Policy. Copies of Southern Lakes EFC's Statement of Faith and the Child Protection Policy were provided to me. I have read, understand and will abide by the information stated in these documents.*

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

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### Background Check Information

The following information will not be used to discriminate against anyone in the selection process at Southern Lakes EFC, but is requested for records and criminal history requests. *This portion of your application will be shredded once the background check has been completed.*

Birthday: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**Please turn in the application and keep the Child Protection Policy for your records. Thank you.**

# Southern Lakes Evangelical Free Church

## Child Protection Policy

The mission of Student Ministries at Southern Lakes EFC is:

***To create engaging communities that assist parents in training students to live out Christ's love and uncompromised truth.***

With this in mind, it is essential that each paid or volunteer staff person is a positive role model for others. Abuse in any form (sexual, physical, or emotional) does not fit with these goals and will not be tolerated. Strict compliance with the following guidelines is necessary for the protection of our students and our staff. We must all strive to avoid even the appearance of evil. Anyone who fails to follow these guidelines must understand that they can be held personally responsible for any legal action and church discipline that may be taken. Any suspicion of abuse or potential abuse should be reported immediately.

### DEFINITIONS

- Minor: person under 18 years of age.
- Abuse: harm or threatened harm to an individual's health or welfare. Harm occurs through non-accidental physical or mental injury, sexual abuse, neglect, or emotional distress (as detailed in Appendix A).
- Approved worker: Any adult who has completed the Student Ministries Volunteer Application process and has been released for service by the Student Ministries Committee or person designated by that committee.
- Student Volunteer: Any student, grade 6 to age 17, who has filled out a Student Volunteer Application for Minors and has received approval by the appropriate Ministry Director.
- Screener: A church member, identified by pastoral staff, who is responsible to confidentially receive and process ministry volunteer applications

### GENERAL INFORMATION

- All applications will be received, viewed and screened only by necessary Pastoral staff and/or current screeners, and held in strictest confidence.
- All application paperwork will be maintained in a secure location.

### APPROVAL PROCESS FOR MINISTRY VOLUNTEERS

#### INFORMATION FOR APPLICANTS

- Any person, who will work with minors at Southern Lakes EFC, with a church-sponsored regular program, must be screened under this policy.
- This screening process will include the completion and submission of the Student Ministries Application for Minors, which will include a criminal background check through the appropriate agencies. The application is to be returned to the church office.
- Once an application is completed and turned in, the applicant will be released to work with students pending positive references and background check.
- All adult volunteers will be subject to criminal background checks every two years.
- Applicants for single events will be asked to sign a Temporary Service Form.
- Student Volunteers must fill out a Student Ministries Application for Minors and receive approval from the appropriate Ministry Director.
- All information obtained through this process will be kept confidential and viewed only by necessary pastoral staff and/or current screeners.

## INSTRUCTIONS FOR SCREENERS

- Obtain a properly completed and signed application from the applicant.
- Review information provided on the application and "flag" any irregularities, any missing information, and/or information that raise questions or concerns of any sort about the fitness of the applicant to work with students. The screener should follow up on any concerns that he or she may have.
- Contact references listed by the applicant to question them about the applicant's fitness to work with minors and document this information for the church's confidential files.
- Run a criminal background check on applicant through the appropriate agency or agencies.
- Run a check on the National Sex Offender Registry.
- Submit completed application, references and background check results to Pastor of Student Ministries for final approval.
- Once approved, inform the applicant and their ministry leader of their approval for service. If not approved, meet with applicant to discuss reasons for rejection of application.
- All information obtained through this process is to be kept strictly confidential and viewed only by necessary pastoral staff and/or current screeners.

## **GUIDELINES**

### GENERAL GUIDELINES

- Doors to all occupied rooms should have unobstructed windows to allow people outside of the room to observe events going on in the room.
- Meetings with small groups that may involve confidential topics such as discipleship groups should have other people available on the premises for accountability.
- Groups of students should not meet in remote areas or isolated parts of the church, such as dark or secluded areas completely out of public view.
- Speaking with minors one-on-one should be done in public settings where a worker is in sight of other people.
- Coordinators, Pastors and Assistants will visit children's activities on a random and unannounced basis.
- Student Volunteers will always work under the direct supervision of approved workers, and should not have private one on one access to children.
- Under no circumstances will an approved ministry volunteer be allowed to date a student in their ministry.
- Overnight church sponsored activities involving minors require the presence of at least two unrelated approved volunteers on the property. Written parental permission and medical release information is also required. Parents will be given an agenda of the event, the address, and telephone number of the place where the group will be going. Parents may give written permission for their son or daughter to attend an overnight activity with only one adult present.

### GUIDELINES FOR MINISTRY TO PRE-KINDERGARTEN CHILDREN

- Whenever possible at least two approved ministry workers must be in the room when prekindergarten children are present. Doors will be left fully open if one worker needs to leave the room temporarily. If a co-worker is unexpectedly absent and a worker finds himself or herself without a second approved worker, the worker must promptly notify the coordinator, pastor or assistant who will help monitor the class and the worker with frequent unannounced visits. The door to the room must remain open at all times. In the event of having less than two approved workers the coordinator will combine classes whenever possible to ensure that each class is directed by two approved workers.
- Changing a diaper or assisting a child in the bathroom should be done by an adult approved volunteer and in the presence of others. This may involve leaving the stall door open.
- All parents/guardians of nursery and preschool age children will check in each week. We require that a parent/guardian pick up their child from the nursery and preschool with the security receipt. We request that parents/guardians not enter the nursery room when picking up their child.

## GUIDELINES FOR THE TRANSPORTING OF STUDENTS

- Students must have written parental permission for involvement in church sponsored programs or activities involving transportation away from church property.
- When a volunteer is driving students, he/she should avoid being alone with a student. If a volunteer or paid staff person finds it necessary to provide transportation for just one program participant, he or she should proceed with the full knowledge and approval of the parents including locations and time frames.
- The driver must have a valid driver's license. Current automobile insurance must be in force for each car used. Seat belts must be worn.

## GUIDELINES FOR PHYSICAL CONTACT

- Non-sexual touch is encouraged, such as a pat on the back or a handshake. The child should initiate hugs or the staff person must request permission before the hug is delivered (This does not apply to pre-kindergarten children involved in the early childhood program). Prolonged hugs should be avoided. Any touch that would provide any form of sexual gratification to the adult is strictly prohibited.
- Workers should always watch their students for possible non-accidental injuries. Physiological, social, and emotional abnormalities may also be signs of abuse. If abuse is suspected, staff should follow the reporting guidelines below.
- No form of physical punishment that involves pain or physical discomfort may be used. Children may be restrained if they are in danger of hurting themselves or others. Disruptive children may be removed from the group, but should not be left unattended. If the disruptive behavior persists the child's parents should be notified to discuss possible solutions.

## **ABUSE REPORTING PROCEDURES**

### **If suspected or confirmed abuse occurred on church property or at a church sponsored function:**

- Contact a member of the Staff or Elder Board immediately with any facts or suspicions of abuse. If he cannot be reached, another member of the pastoral staff should be contacted.
- Do not share the information with others for the privacy of the child and the legal liability of the people that may have been told of the suspected abuse.
- Do not promise the child that you will not tell about the suspected abuse.
- The notified pastor will then be responsible to follow the guidelines listed below, as necessary. The pastor with the counsel of the church attorney and the Chairman of the Student Ministries Committee may close the investigation if and when it is found that the allegations were found to be false and the child is secure.
- Document all efforts in handling the incident.
- If the accused abuser is involved in student ministries, he/she should be removed from his/her position until the investigation is complete
- Notify the Sr. Pastor and the Chairman of the Church Board.
- Report the suspicion to the church lawyer and insurance company as necessary.
- Report the suspicion to the victim's family if it can be done without involving risk to the child from the accused abuser.
- Report the confirmed incident to the Department of Health and Family Services.
- Do not deny or excuse any wrongdoing. Be sensitive and supportive of the victim's family.
- Designate one person to be the church spokesperson. Prepare a statement for the media and the congregation if either is necessary.
- If the accused abuser is part of the church congregation, a meeting should be set up with that person to discuss help. This meeting should be set up only after the child's safety is assured.

### **If suspected abuse occurred away from church property and did not occur during a church sponsored**

**function:**

- In good Christian conscience, the adult worker is encouraged, but not legally required, to report suspected abuse which may have occurred outside of the church, either to a member of the Staff or Elder Board or the Department of Health and Family Services.
- Do not continue questioning the student about the reported abuse. This could hamper further legal investigation should the need arise.
- Do not share the information with others for the privacy of the child and the legal liability of the people that may have been told of the suspected abuse
- Do not promise the child that you will not tell of the suspected abuse.

**Appendix A - The Definition of Child Abuse:**

The following definition of child abuse corresponds with the definition provided by the Wisconsin child abuse laws. Wisconsin Statutes §48.02(1). We have adapted the following definition of child abuse from that provided in §48.02(1) replacing references to other statutory provisions with brief summaries of those provisions to make this definition more understandable to church staff members and volunteers.

- Physical injury inflicted on a child by other than accidental means. "Physical injury" includes, but is not limited to, lacerations, fractured bones, and internal injuries, severe or frequent bruising, or great bodily harm. [See Wis. Stat. §48.02(14g).
- Sexual intercourse or sexual contact with a child. [See Wis. Stat. §940.225, §948.02 and §948.025].
- Employing, using, persuading, inducing, enticing, or coercing any child to engage in sexually explicit conduct. [See Wis. Stat. §948.05].
- Photographing, filming, videotaping, recording the sounds of or displaying in any way sexually explicit conduct by a child. [See Wis. Stat. §948.05].
- Producing, performing in, profiting from, promoting, importing into the state, reproducing, advertising, selling, distributing, or possessing with intent to sell or distribute, any recording or reproduction of a child engaging in sexually explicit conduct. [See Wis. Stat. §948.05].
- Knowingly permitting, allowing, or encouraging a child to engage in prostitution or sexually explicit conduct. [See Wis. Stat. §944.30].
- Emotional damage. "Emotional damage" is defined by law as harm to a child's psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal, outward aggressive behavior, a substantial and observable change in behavior, or emotional response or cognition that is not within the normal range for the child's age and stage of development. [See Wis. Stat. §48.02(5j)].
- Causing (by use or threat of force or violence) a child to view sexually explicit conduct. [See Wis. Stat. §948.055].
- For purposes of sexual arousal, exposing genitals or pubic area to a child or causing a child to expose genital or pubic area. [See Wis. Stat. §948.1 0].

## SOUTHERN LAKES CHURCH STATEMENT OF FAITH

Southern Lakes Church in association with the Evangelical Free Church of America are united in these theological convictions.

### **God**

We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

### **The Bible**

We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

### **The Human Condition**

We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

### **Jesus Christ**

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus-Israel's promised Messiah-was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

### **The Work of Christ**

We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

### **The Holy Spirit**

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

### **The Church**

We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

### **Christian Living**

We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

### **Christ's Return**

We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

### **Response and Eternal Destiny**

We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.