

Staff Screening Policies



Medora Community Bible Church
8311 Medora Rd
Hutchinson, KS 67502

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Theological Basis

All those who serve Medora Community Bible Church (MCBC), whether pastoral staff, paid workers, or volunteers, must adhere to Biblical ethical principles in their sexual conduct and in their exercise of authority and power. MCBC and all of her extended ministries is to be a safe place in the community; a place where it is known that sexual misconduct and child abuse is not tolerated. Ephesians 5:3, says, "But fornication, and all uncleanness, or covetousness, let it not be once named among you, as becometh saints." This is part of our Christian witness to the community. For this reason, anyone using any of the church facilities, even if not members of MCBC, is subject to this policy.

Our commitment is to model the example of Christ and to be rooted in the love of Christ in all our relationships. John 13:15, says, "For I have given you an example, that ye should do as I have done to you". For any Christian to sin and betray trust sexually abusing another, is to deny his or her own Christian faith, as well as to deny to the one abused the witness to the risen Christ in the world. Such a betrayal will be a gross injury to the one abused and a violation of faithfulness to Christ and a sin against God. Due to the serious consequences of sexual abuse, MCBC will make every effort to ensure that sexual abuse does not occur within its jurisdiction. When such abuse does occur, this Church will make a clear and just response.

It is, therefore, the policy of MCBC that sexual misconduct, child abuse, or harassment of any kind by any church leader, staff, or volunteer worker will not be tolerated.

Statement of Purpose and Scope

Aim:

- ⇒ To promote righteous, reproachless conduct among ministry workers.
- ⇒ To provide Biblically sound guidelines for appropriate action in reporting and responding to allegations of misconduct while maintaining accountability and confidentiality.

Overview:

MCBC will not ignore allegations or complaints of sexual misconduct, even when those complaints or allegations might be false. Each complaint or allegation will be investigated and conclusions will be drawn only after all parties involved have been spoken to. If child abuse is suspected, the responsible church staff member or supervisor must follow the proper procedures for reporting as required herein.

Section I: Recruiting and Selecting Workers

Purpose of this section:

- ⇒ To train all church staff workers in areas relating to and dealing with sexual misconduct.
- ⇒ To lower the risk both of sexual misconduct and of liability.
- ⇒ To create the safest possible environment within our church ministries.
- ⇒ To screen all workers paid and volunteers.
- ⇒ To provide a safe and secure environment for all ministries.

Procedure:

- ⇒ Legally speaking MCBC has the **right to ask** any question related to the application and screening process, and the prospective worker has the **right to refuse** to answer any question. Refusal to answer, however, may result in exclusion from ministry and may result in dismissal if already involved in a ministry. This applies to volunteer or paid church workers.
- ⇒ Each prospective worker must complete a personnel application. Appendix 1 contains a personnel application with specific questions, however, other questions may be asked as the need arises. A list of other types of questions which may be asked is at Appendix 1a; a list of the types of questions which **must not** be asked is at Appendix 1b.
- ⇒ Each prospective worker must submit references along with the information questionnaire. MCBC may follow-up on each reference (see Appendix 2). References are to aid in evaluating:
 - a. The prospective worker's character.
 - b. The prospective worker's prior service
- ⇒ The person in charge of the youth or children's ministry concerned must personally interview a prospective worker under the following circumstances.
 - a. The prospective worker has been accused of or charged with sexual misconduct in the past; or,
 - b. Been a victim of child abuse; or,
 - c. Received a negative background check or reference.
- ⇒ Before beginning any ministry involving each worker must sign the Covenant for Sexual Responsibility (included in the application at Appendix 1) indicating a willingness to abide by the spirit and letter of this policy. Any worker, paid or volunteer, who engages in behavior contrary to the terms of this covenant is subject to termination of employment or ministry opportunity; and/or church discipline; and ultimately be subject to legal action according to the laws of the state of Kansas.

- ⇒ By signing the Covenant for Sexual Responsibility (located in the application at Appendix 1) the applicant is declaring that he/she has never been convicted of child abuse or sexual misconduct, rightfully or wrongfully. Because the well-being of children is a priority at MCBC, no one who has had a history of child abuse or sexual misconduct will be permitted to work with children or youth. This is irrespective of the circumstances or later conversion of the person involved.
- ⇒ All workers, paid or volunteer, and anyone providing ongoing care of supervising children and/or youth ministries or activities must view the video, **Reducing the Risk**, and read and be able to answer questions from Appendix 5, **Understanding and Reducing the Risk of Child Sexual Abuse**, and Section II, General Policies for Children's Workers.

Section II: General Policies for Children's Workers and Supervisors of Children's Workers

Procedures:

⇒ Overnights:

All overnight activities must be reported to and approved by ministry supervisors. Any ministry group whose activity may include an overnight must provide adequate adult workers so that at no time is any portion of the activity/group supervised by less than two adults. Situations where adults are taking children or young people out of the area of long periods of time or for overnight outings are to be carefully planned and adequately chaperoned. Use only known, proven adult church workers, so that no one individual staff member is alone with the children or young people in a situation where there are no other adults to observe. In no circumstance can one worker take children or youth on an overnight outing alone.

⇒ Counseling:

Due to the nature of ministry one-to-one counseling sessions are sometimes necessary and appropriate, however, whenever one-to-one counseling sessions include children or youth care must be taken that they be conducted in an environment that provides accountability by other adults. Another adult worker must have knowledge of where the counseling is taking place, when the meeting begins, and when the meeting ends.

⇒ Persons not allowed to participate in ministries involving children or youth at Medora Community Bible Church:

Anyone with a civil or criminal record of child abuse or who has admitted committing prior sexual abuse or anyone known to have a paraphiliac diagnosis

(pedophilia, ephebophilia, exhibitionism, voyeurism, and so forth) is strictly prohibited from participating in any ministry of MCBC.

Anyone who has had a child abuse conviction as well as anyone refusing to sign the screening documents of MCBC, will not be permitted to work with children or youth.

At no time is a known sex offender to be allowed to participate in ministries with children or youth. Should such an offender disregard the directions of church policy, the situation will be communicated to the pastor or appropriate ministry supervisor and appropriate action in accord with this policy and the church constitution will result.

⇒ **Two-Person Team Concept**

All ministries involving children or youth are to be conducted on a team basis. At no time should any aspect of such a ministry be overseen by a single worker. This concept may be accomplished by the use of aids or assistants; hall or rest room monitors; department directors; security personnel; and other leaders.

Concerted effort should be made to recruit and train sufficient numbers of volunteer workers to permit such team based ministry.

Counseling of children or youth by personal workers after the services should include a parent or second worker. When counseling of children or youth is taking place the pastor in charge should supervise the personal worker area after the service until all the counseling is finished.

In the case of MCBC, the two-person team concept has some added difficulties. Until viewing windows can be installed in classroom doors, doors will remain open, when at all reasonable to do so. Supervisors must randomly check on classrooms.

⇒ **Open Classrooms:**

Church staff, ministry supervisors, and the parents of the children in any ministry have the right to visit and observe the program **at any time unannounced**. This does not include the right to disrupt or interfere with the administration or functioning of any ministry. Classrooms used regularly for children's ministries should be equipped with a door with a window in it. Any and all suspicious or questionable behavior is to be dealt with according to the guidelines of Section 3.

⇒ **Nursery Check Procedure**

Every time the nursery is used for a ministry activity of any nature or by any group the same procedures established here in are to be observed faithfully.

⇒ **Standards of Discipline:**

All discipline must conform to the biblical standards of being corrective and instructive (Ephesians 6:4).

If isolating the child within the classroom or removal of the child from the room becomes necessary the ministry supervisor should be informed in a timely manner.

If the child's continuing conduct presents a distraction to the ministry the situation must be discussed with the child's parents or guardian, the ministry supervisor, and the ministry worker directly involved as soon as possible.

While Kansas law does not prohibit corporal punishment and the Bible commands it (Proverbs 23:12-13) we believe it is best administered by parents.

The ministry supervisor and the parent or guardian will jointly decide when corporal punishment is appropriate.

No inappropriate physical punishment (such as shaking or slapping) or verbal abuse (such as ridicule or yelling) are to be used at any time. Unintentional harm is still considered abuse.

Ministry supervisors must regularly visit and oversee their ministry activities.

Section III: Reporting Allegations

Aim:

- ⇒ To observe the letter and the spirit of Kansas State Law
- ⇒ To intervene as necessary to prevent or to curtail child abuse and sexual misconduct
- ⇒ To protect MCBC and its workers from civil or criminal liability.

Scope:

- ⇒ There is a moral and legal obligation to report suspected or alleged sexual misconduct and child abuse.
- ⇒ MCBC **will not** ignore allegations or complaints, even when they might be false. Each allegation or complaint will be investigated. Conclusions will be drawn only after a complete investigation with all parties involved having been spoken to. If child abuse is suspected, the responsible church staff member or supervisor **must** follow the proper procedures for reporting as required.

Incident Reporting Procedure:

- ⇒ Allegations of sexual misconduct or child abuse may be directed to the pastor, or any of the pastoral staff. An allegation against a member of the pastoral staff should be directed to the senior pastor or to the chairman of the deacons. Any ministry supervisor or staff member receiving an allegation must direct it to the appropriate person immediately.
- ⇒ Any allegation that may involve criminal charges or overt acts (such as fondling, inappropriate display of sexually oriented materials, and so

- forth) must be reported to the appropriate legal authorities immediately.
- ⇒ Anyone witnessing an overt act with a child must intervene immediately so that the action is not allowed to continue.
 - ⇒ Anyone witnessing an overt act with a child **must report** the incident immediately to the Reno County Human Services Department, Child Protection Division or to other appropriate law enforcement agency. Kansas has enacted laws that create civil liability for failure to report child abuse. Even though the witness may not be a mandatory reporter under Kansas law, such a person may still face civil liability for not reporting the abuse. Individuals listed as mandatory reporters under state law (such as teachers and school officials) may be criminally liable if they fail to report abuse.
 - ⇒ An incident report (a format is at appendix 4) is to be completed by the witness, reviewed by the ministry supervisor, and given to the pastor. The witness will forward a copy to the Reno County Child Protection Division.

Section IV: Responding to Allegations

Aim:

- ⇒ To establish responsibility for responding to allegations of child abuse or sexual misconduct
- ⇒ To ensure confidentiality for any and all victims
- ⇒ To correct adverse situations

Overview:

Allegations that may involve criminal charges must be reported to the proper authorities immediately. Once notified, the appropriate government office will begin an investigation and will contact the individuals as they see fit. To avoid hindering an investigation, only the Child Protection Division or the police should question the alleged victim or the offender. Pastoral support and pastoral counseling is still appropriate. Allegations of noncriminal sexual misconduct are to be handled with church discipline.

Procedures for Responding to Criminal Allegations:

- ⇒ Upon receiving a complaint of a criminal nature the ministry supervisor will ensure the appropriate legal authorities are notified. In the case of an alleged child victim, the appropriate legal authorities must include: Child Protection Services and the Reno County Sheriff's Department.
- ⇒ As soon as possible, the individual receiving a complaint will inform the pastoral staff that a criminal investigation of a church leader or member is underway. A special meeting of the pastoral staff may be called.
- ⇒ The pastoral staff will assist the Child Protection Division and/or the police in their investigations, and will approach the accused only upon

the advice of the police.

- ⇒ The Elders will arrange for a support structure to be put into place as follows:
 - a. The Elders will appoint a qualified person to offer pastoral support to the victim and family, if appropriate.
 - b. The Elders will appoint another individual to provide pastoral support to the accused. Part of the pastoral support should include advice and counsel on church discipline. It is not suggested that a pastoral counselor be a replacement for trained legal counsel within the criminal or civil courts of law. Although Kansas Law appears to treat confidences shared with a pastor as privileged communication, the pastoral counselor or advisor should not give a blanket assurance that no one will be told. The pastoral counselor should tell the accused that “no confidence will be shared with anyone who does not need to know.”
 - c. The Elders will appoint a person separate from the individuals mentioned in the above two paragraphs to offer pastoral support to the family of the accused.
- ⇒ The individuals appointed in the preceding paragraphs need not be members of MCBC. At the Elder’s discretion, individuals from another church of like faith and practice may be appointed to fulfill the above responsibilities. In any case, they will be responsible to MCBC and the Board for the fulfillment of this function.
- ⇒ During a criminal investigation the person who is the subject of the allegation will be placed on leave of absence from their position. If they are salaried staff members, the leave of absence will be with pay. This leave is without prejudice and does not imply the guilt or the innocence of the person under investigation. An individual on a leave of absence retains the right to attend all worship services and to correspond with church members and pastoral staff. The individual particularly has the right to address the pastor staff and/or the deacon body on the issue of the allegation of sexual misconduct or child abuse which has been brought against them.
- ⇒ If the investigation lasts an extended length of time, the financial support to the individual on leave of absence may be reduced. The reduction of financial support implies neither guilt or innocence and will only be done if necessary to keep the church from becoming financially imperiled.
- ⇒ During the investigation, the pastoral staff will keep the congregation appropriately informed.
- ⇒ If the investigation results in a criminal conviction involving sexual misconduct or child abuse, and the accused is a member of MCBC, the situation may be brought before the entire church body for church discipline in accordance with the Bylaws of MCBC.
- ⇒ If the investigation results in a criminal conviction involving sexual

misconduct or abuse, and the accused in **not** a member of Medora Community Bible Church, the accused will be permanently terminated from the position.

- ⇒ If the investigation does **not** result in a criminal conviction, the Elders will conduct an investigation of the circumstances. The decision will be based on the preponderance of the evidence. The accused has the right to address the Board directly during an investigation.
 - a. If the preponderance of the evidence warrants it, the accused will be reinstated. Records of the investigation will be maintained permanently.
 - b. If the preponderance of the evidence warrants it, and the accused is a member of MCBC, the matter may be brought before the entire church body for church discipline in accordance with the Bylaws of MCBC. Records of the investigation will be maintained permanently.
 - c. If the preponderance of the evidence warrants it, and the accused is **not** a member of MCBC, the individual will be terminated for cause. Records of the investigation will be maintained permanently.

Procedures for Responding to Noncriminal Complaints:

- ⇒ The Elders must act promptly on all sexual misconduct allegations, whether written or verbal, that it receives against any church leader or employee. The Elders must use its discretion as to whether the person may continue in his or her position during the investigation, and may attach any conditions considered appropriate, keeping in mind the serious consequences if misconduct should occur during the investigation.
- ⇒ The accused person will be informed that a complaint has been received and an investigation will take place, whether or not the complaint has been made in writing.
- ⇒ The Elders will arrange for a pastoral support structure as in paragraph 4 above.
- ⇒ The Elders must investigate every allegation, interviewing all involved in the complaint. Discretion shall be used to keep the identity of the accused confidential unless necessary for the investigation. The investigating body will:
 - a. Meet with the one(s) alleging sexual misconduct to hear the accusation directly.
 - b. Request a written statement along with any corroborating evidence for the allegations.
 - c. Request specific permission to use the written statement in a meeting with the accused church leader.
 - d. Explain the necessity for the complainant to appear before the pastoral staff and deacon body, if requested.

- e. (If the complainant refuses to allow the allegation to be put into writing, or refuses to allow such written documentation to be used during the investigation, or refuses to appear before the Board, the investigation will be seriously hampered. The investigation will still continue, and the accused will still be interviewed, but rarely can any disciplinary actions be taken unless the complainant provides written and verbal testimony.)
 - f. Explain in detail the process of investigating complaints.
 - g. Appoint, if required or requested, an advisor to provide pastoral care and advice during investigation.
 - h. Keep careful and complete records of all meetings.
 - i. Treat all meetings, records, and proceedings as confidential.
- ⇒ In the course of interviewing the complainant, the investigating body may discover that behavior is being alleged which, if directed to the police, would warrant criminal charges. The investigating body must inform the complainant that criminal charges may be warranted. If the complainant refuses to go to the police, the Elders must seek competent legal counsel **before** interviewing the accused.
- ⇒ If the investigating body concludes that the legal authorities must be notified, the procedures for responding to criminal allegation will apply.
- ⇒ If there is no suggestion of criminal wrongdoing, the accused person will be interviewed. Representatives from the Board will:
- a. Meet directly with the accused as soon as possible. The Elders have the right to compel an expeditious meeting, with right of appeal reserved for all parties.
 - b. Present the complaint to the accused person, whether written or verbal.
 - c. The complainant(s) will not be present at this initial meeting.
 - d. Explain the process followed by MCBC in dealing with such matters, emphasizing the presumption of innocence and the right to due process.
 - e. Hear the response to the complaint.
 - f. Request a written statement of the response.
- ⇒ The Elders will interview any other party who they reasonably believe to have corroborative evidence or information on the complaint.
- ⇒ The representatives of the Elders who have performed the investigation will make a recommendation to the entire Board. Only the Board determines whether the allegation has been substantiated.
- ⇒ If the preponderance of the evidence shows that the accused is innocent of the allegation, the investigation will be closed and the records will be permanently stored under lock and key with access only by the Chairman of the Board.

- ⇒ If the preponderance of the evidence shows that the allegation has been substantiated, the record will be made available to any seeking to call or hire the church leader in the future.
- ⇒ After a period of five years and no further incident, the convicted person may petition the Board to have the information removed from the record. The Board will exercise discernment and the grace of God in determining whether to expunge the record.
- ⇒ The Board will determine the appropriate discipline to recommend to the church body. The types of discipline which may be recommended are:
 - a. **Admonition:** If the abuse or misconduct is considered isolated and relatively minor, such as a temporary lapse of judgment, then an admonition may be administered. Ad admonition may only be used if the accused displays sincere remorse. The Board must be satisfied that the abuse or misconduct is unlikely to reoccur.
 - b. **Rebuke:** If the abuse shows a willful contempt of ethical sexual behavior, or if the accused person shows an inadequate acknowledgment of the seriousness of the situation, a rebuke may be administered. The rebuke may include a temporary suspension from office without pay, if a paid worker, or any disciplinary task designed to prevent a recurrence of the abuse or misconduct. Evidence must be provided that the assigned task has been undertaken.
 - c. **Removal from Office or Position:** If the Board considers the misconduct or abuse has been the cause of severe damage, or if they believe the misconduct or abuse will reoccur in the future, or if healing of professional relations is not possible, they may remove the accused person from his or her position in the church.
 - d. **Removal from the Church:** If the Board deems that there is no repentance, they may recommend to the entire church body that the accused person be removed from the membership of church in accordance with the Bylaws of Medora Community Bible Church.
 - e. **Revocation of Ministerial Papers:** When the offender is an ordained or licensed minister and when the abuse is substantial, involving criminal acts, violence, abuse of minors, or repeated episodes of misconduct or abuse, the incident shall be treated as gross immorality and the offender will be removed from the ministry by revocation of ordination or license. If MCBC is not the ordaining or licensing church, the said church will be notified with the recommendation that ordination or license be revoked.

**Personal Application for Children's Ministry or
Youth Ministry Workers**

**Medora Community Bible Church
8311 Medora Rd
Hutchinson, KS 67502
(316) 543-2514**

This form is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. The purpose of this application is to help provide a safe and secure environment for children and youth participating in the programs or using the facilities of Medora Community Bible Church. The information provided will be available to professional church staff. Persons seeking a position in the church as a paid employee will be required to complete additional employment forms in addition to this form. Please help us protect our children and our church by carefully filling out this application. Thank you for your interest in working with the children and/or youth of Medora Community Bible Church.

*Personal Data
(please print)*

Date _____

Name: _____
(Last First M.I. Maiden)

Birthdate: _____ SSN: _____

Present address:

Previous address: *(If at present address less than 5 years)*

Home Phone: () _____ Work Phone () _____

Is it ok to call you at work if necessary? _____

Church History and Prior Youth Work

List other churches you have attended regularly during the past five year:

Church Name	Address	Were you a member?	Dates attended

***Personal References** (Do not use relatives or clergy. Reference should be able to testify to your character and/or previous experience in working with children or youth.*

Name	Address	Relationship	Telephone #

Your answers to the following questions are strictly confidential. If you prefer you may discuss your answers to these questions with a member of the pastoral staff rather than answering them on this form. Answering yes, or leaving a question unanswered does not automatically disqualify an applicant from children or youth work. If you are uncertain of how to answer a question please see a member of the pastoral staff.

1. How long have you been attending MCBC?
2. Are you a member of MCBC, or have you applied for membership?
3. Have you contracted or been immunized against measles, mumps, rubella, chicken pox, and small pox?
4. Have you within the past year been treated for or are you currently being treated for any communicable disease such as TB, hepatitis, or HIV?
5. Do you have any physical, emotional, or mental conditions which may restrict your working with children or youth?
6. Have you ever been treated for or are you now being treated for any substance abuse problems or for suicidal intent or gesture?
7. Have you ever had your driver's license suspended or revoked?
Driver's License # _____ State _____
8. Have you ever pleaded guilty to or been convicted of a crime, whether misdemeanor or felony?
9. Were you a victim of abuse or molestation while a minor?

If you answered 'yes' to questions 4-9, please explain on a separate sheet of paper. You may, if you choose, explain your answers to a member of the pastoral staff. Your answers will be strictly confidential.

Applicant's Covenant for Sexual Responsibility

I understand that MCBC prohibits sexual misconduct, harassment, coercion, or exploitation of children or adults while I work in any ministry of MCBC, regardless of whether I work as a paid employee or volunteer.

I swear that I have never been charged in a court of law or any other legal proceeding (or had a criminal offense expunged from my record) involving sexual abuse, harassment, or exploitation. I swear that, to the best of my knowledge, I have not been charged in any forum (legal, social, ecclesiastical) with sexual misconduct as defined by law and/or the policies of MCBC within the last five

years of the date of this document. (Exceptions should be noted in detail in a separate letter attached to this document.)

I understand that misrepresenting the truth on this document constitutes grounds for disciplinary action against me by MCBC, including, but not limited to church discipline and/or termination of employment.

I acknowledge that I have read MCBC's policy on sexual misconduct, I understand it, and agree to abide by all principles and guidelines contained therein.

Applicant's Statement and Release of Liability

The information contained in this application, including the covenant for sexual responsibility, is correct to the best of my knowledge. I understand that MCBC may request an investigative consumer report to verify the information I provided as well as to obtain Information concerning my character, work habits, performance, and experience, along with reasons for termination of past employment. I understand that you may be requesting information from public and private sources about my driving record, criminal record, education, credit, and previous employment.

According to the Fair Credit Reporting Act, I am entitled to know if my application is denied because of information obtained from a consumer reporting agency. If so, I will be notified and be given the name of the agency or the source of information.

I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original.

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, insurance company and any references or churches listed in this application to give MCBC or AVERT, INC. any information (including opinions) that they may have regarding my character and fitness for children or youth work.

I understand that if I am appointed to work in a volunteer or employee capacity, and should my record, character, or morals be found inappropriate and/or criminal, my employment or volunteer assistance shall be at will and that MCBC may terminate my employment or volunteer capacity at any time, with or without expressed cause or prior notice. Should my conduct ever be brought into question, I agree to cooperate fully with any investigation deemed necessary to resolve any accusations or allegations against me. I hereby release MCBC and any other person involved in such an investigation from any and all liability for damages of whatever kind or nature which may result to me from sincere and lawful attempts to comply with current Kansas statutes should an allegation of misconduct be brought against me.

Should I be accepted to serve in the ministries of MCBC, I agree to be bound by the constitution and policies of MCBC, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

Applicant's Signature & Date

Witness & Date

Appendix 1 A

Additional Questions Which May Be Asked In The Interview Process

Education

What educational institutions have you attended?

What was your area of study? Major? Minor?

What degrees did you receive and from where?

Have ever had any formal training in a Bible college?

What other educational training have you received?

Are you currently completing any educational training?

We require all applicants to have their transcripts sent to us from all institutions of higher learning. Will you do this for us?

Experience

Describe your past positions in other ministries.

What duties did you perform in those positions?

What other secular jobs have you held?

Why are you seeking a job change?

Why did you leave your previous job?

We will contact your former employers of the last five years. Will you provide us with their names and addresses?

Why are you applying for a position with our church?

Do you understand the job requirements for this position?

Do you believe that you can adequately perform the duties required?

General Background

Have you been married before? Please elaborate.

What are your convictions regarding the use of alcohol and drugs?

Do you now, or have you ever, used alcohol in any form? prescription or nonprescription drugs?

What are your convictions regarding the use of pornography?

Do you now, or have you ever, used pornography in any form?

Have you ever been advised to seek psychiatric help? If so, please elaborate?

Do you think you are a violent person?

Do you consider your temper a problem?

Have you lost your temper recently? Do you ever swear?

Have you ever been accused of improper conduct toward a member of the opposite sex? If so, please explain.

Have you ever been accused of any improper conduct toward a member of the same sex? If so, please explain.

Have you ever been accused of any improper conduct toward a child? If so, please explain.

Do you feel that you were ever physically, sexually, or emotionally abused as a child?

Criminal Background

Have you ever been charged with committing a crime?

Have you ever been convicted of committing a crime?

Have you ever been investigated by any governmental agency for any form of abuse whatsoever?

Have you ever been accused of abuse of any kind by anyone?

Has anyone in your immediate family ever been investigated for child abuse or accused of abuse of any kind? If so, please explain.

Has your driver's license ever been suspended? If so, why?

Previous Experience as Child Care Worker

Do you ever hug or kiss children in your care?

Do you ever hold children in your lap?

Are you ever alone with children?

Do you ever go into a child's house alone?

Do you ever ride alone with a child?

How do you care for young children who wet or soil their pants?

Do you ever bathe or wash children?

Do you ever have activities with children without other adults present?

Do you ever exclude parents from activities?

Appendix 1 B

Types of Questions Which Must **NOT** Be Asked During The Interview Process

The following types of questions are NOT to be asked of potential employees or volunteers. Anyone who does interviewing must refrain from asking any questions of the type below.

What nationality are you? Is that a particular ethnic group surname?

What was your mother's maiden name? Was your name ever changed from what it is now?

Do you speak, read or write a foreign language? *(Ask only if job related, and then only ask about the requirement of the job.)*

Are you planning any additions to your family?

Are you preventing any additions to your family?

When will your baby be delivered?

Do you own a car? Can you drive a car? *(Ask only if job requires owning or driving a car.)*

Do you have a bank account? Checking account? IRA? Stocks? Bonds? Your own home? Etc.?

Did you ever receive unemployment compensation after leaving a former job?

Why were you discharged from military service? Are you a member of the reserves? Will you have to go to guard camp every year? Do you get a disability pension?

How long have you been handicapped?

Are you a Republican or a Democrat?

Do you consider yourself white, Asian, black, or Latino?

Do you realize we were looking for someone younger and more energetic for that position?

Where were you born?

What do you weigh?

There are many more "illegal" questions. In general, avoid anything related to age, sex, color, race, creed, national origin, marital status, political belief, physical well-being, or disabilities. Ask only job-related questions as they pertain to Bible beliefs not personal prejudices.

Appendix 2 Reference Contact Form

Name of Applicant

Reference or church contacted (if a church, identify both the church and person contacted)

Date and time of contact

Person contacting the reference or church

Method of contact (*ie., telephone, letter, personal conversation*)

Summary of conversation (*summarize the references or minister's remarks concerning the applicant's fitness and suitability for youth or children's work*):

Signature:

Position:

Date:

Appendix 3

Sample Background Check Request

To Whom It May Concern:

As part of the mission and ministry of MCBC, we have implemented a policy of soliciting references for all persons working with children and youth in our facilities and/or on our behalf. I am writing you to ask your assistance in this matter.

(Name of Person) _____ has volunteered/been selected to work with children and/or young persons within our ministry. (Pronoun he/she) has not been accused of any misconduct and I have absolutely no reason to suspect misconduct. For the protection of everyone, however, I write to ask your personal verification of (Pronoun) his/her character and suitability to serve in such a capacity.

Enclosed you will find a Covenant for Sexual Responsibility signed by (Name of Person). I would appreciate it if you would verify the information contained in this document to the best of your knowledge and ability. A self-addressed stamped envelope is provided for your prompt reply. Please be assured that your reply and any accompanying material will be held in strictest confidence.

I realize that this is a difficult subject for most people and I want to be sensitive both to your concerns and those of (Name of Person). Your assistance in this matter is greatly appreciated.

Appendix 4 Incident reporting format

Date of alleged misconduct:

Time of alleged misconduct:

Place of alleged misconduct:

Ministry Activity in which this occurred:

Church worker supervising this ministry:

Person registering complaint:

Are you acting as an eyewitness?

How did you come about this knowledge?

Person complaint is directed against:

Person who was object of alleged misconduct:

Nature of alleged misconduct (give as much detail as you are able):

Appendix 5

Understanding and Reducing The Risk of Child Sexual Abuse What Is Child Sexual Abuse?

The precise legal definition of child sexual abuse or molestation varies from state to state. In Kansas, the law includes any form of sexual contact or exploitation in which a minor is being used for the sexual stimulation of the perpetrator or a third party.

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the actions. The abuser may be an adult, an adolescent, or another child, provided the child is at least four years older than the victim.

Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready. Such abuse may involve physical and non-physical aspects.

Physical aspects of abuse include:

- Fondling
- Intercourse
- Sodomy
- Forcible rape

Non-physical aspects of abuse include:

- Verbal comments
- Obscene phone calls
- Allowing children to witness sexual activity
- Pornographic videos
- Obscene literature

The Extent of Sexual Abuse

Conservative estimates suggest that from 500,000 to 1,500,000 children are sexually abused each year. The latest national study found that 27 percent of adult women and 16 percent of men claimed to have experienced some form of child sexual abuse victimization. Over 25 percent indicated this occurred before the age of nine.

Child sexual abuse occurs in demographic, racial, ethnic, socioeconomic, and religious groups. Strangers account for less than 20 percent of the abusers.

Estimates indicate that when a known assailant commits the abuse, half of the time it is a father or stepfather, and the rest of the time it is a trusted adult who misuses his or her authority over children.

The Effects of Sexual Abuse

*The personal violation of child sexual abuse causes the victim to experience many losses ... including loss of childhood memories, loss of healthy social contact, loss of the opportunity to learn, loss of bodily integrity, loss of identity and self esteem, loss of trust, loss of sexual maturity, and loss of self determination. In adulthood it may also mean the loss of the capacity to appreciate sexual intimacy as nurturing, holy, and loving.**

*The Report of the Winter Commission, 1990, Vol. 1, p. 118

Child abuse robs children of their childhood and can potentially scar its young victims for life. Abused children can display a wide range of negative symptoms in the aftermath of abuse such as: abnormal fears, post traumatic stress disorder, aggressive sexual behavior, sexual "acting out," depression, diffused sexual identity, and poor self-esteem.

Consequences of child sexual abuse can plague victims into adulthood. Outcome studies of adult survivors of child sexual abuse suggest the following affects: sexual dysfunction, eating disorders, substance abuse, promiscuity, disassociation from emotions, and possible perpetration of sexual abuse on others. When church leaders, pastors, and respected congregational workers perpetrate the abuse, lifelong religious confusion and deep feelings of enmity toward God and the church can occur.

Profile of a Child Molester

Bob sat dejectedly before the church board. His broad shoulders slumped as he tearfully retold his story. Bob has been sexually molesting his thirteen-year-old daughter for the last two years. This activity may have gone undetected except that Bob tried to abuse one of his daughter's girlfriends while chaperoning a Sunday School activity. The young girl reported the incident to her parents and Bob was apprehended. The church leaders hearing this confession sat in disbelief. How could Bob, a successful businessman, husband, father of three children, and respected church worker commit such actions?

Who is the typical child molester? Some church leaders assume that molesters are "strangers wearing trenchcoats" or dirty old men. These stereotypes not only are inaccurate, but they dangerously contribute to a false sense of security. Researchers in the field of child sexual abuse currently indicate that no one profile fits the various perpetrators of abuse. These are the common threads of most abuse:

- Over 80% of abusers are known by the victims.
- Most abuse takes place in the context of an on-going relationship.
- The usual offender is between the ages of 20 and 30 years.
- 20% of sex abusers begin their activity before age 18.
- Child abusers often are married and have children.

Symptoms of Molestation

Church workers and staff should be alert to the physical signs of abuse and molestation, as well as to behavioral and verbal signs that a victim may exhibit. Some of the more common signs are summarized below.

Physical signs may include:

- lacerations and bruises
- nightmares
- irritation, pain, or injury to the genital area
- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

Behavioral signs may include:

- anxiety when approaching church or nursery area
- nervous or hostile behavior towards adults
- sexual self-consciousness
- "acting out" of sexual behavior
- withdrawal from church activities and friends

Verbal signs may include the following statements:

- "I don't like [a particular church worker]" without a willingness to say why.
- "[A church worker] does things to me when we're alone."
- "I don't like to be alone with [a church worker]."
- "[A church worker] fooled around with me."

The purpose of this appendix is not to alarm, but to inform and thereby protect our children from the harmful affects of child sexual abuse. We have implemented a careful screening program for our workers, but in most cases abuse occurs in the context of an on-going, trusted relationship. If you see suspicious or inappropriate behavior between an adult and child, please discuss this with the pastor responsible for that area of ministry.

**Most of the time,
The abuser is
someone known
and trusted by
the victim.**

GLOSSARY

Abuse, Child Abuse, Neglect: defined as an act or omission which threatens the health or welfare of a child. It generally includes (1) non-accidental physical injury, (2) sexual contact or exploitation, (3) neglect, and (4) emotional distress. In Kansas, child abuse may be inflicted by an adult, or by another child provided the perpetrator is at least four years older than the victim.

Admonition: a gentle or mild reproof, a counsel or warning.

Child Sexual Abuse: generally any sexual contact with or exploitation of a child by an adult or another child provided perpetrator is at least four years older than the victim. This applies even if the victim gives consent.

Ephhebophilia: an exclusive sexual interest in adolescents usually of the same gender.

Exhibitionism: sexual perversion marked by a tendency of indecent exposure.

Exploitation: The development, or the attempted development of a sexual or romantic relationship between a church or lay worker and any person with whom he/she has a pastoral and/or ministerial relationship, whether or not there is apparent or deliberate' consent from the individual.

Felony: a serious criminal offense as defined by state or federal law.

Harassment: Sexually harassing conduct, whether committed by supervisors or non-supervisory personnel, paid or volunteer ministry workers, is strictly prohibited. Such conduct includes but is not limited to:

- 1) Sexually oriented humor or language, questions or comments about sexual behavior, unwelcome or undesired physical contact, inappropriate comments about clothing or physical appearance, or repeated requests for social engagements, in a situation where there is an employment, mentor, ministry, or colleague relationship between the persons involved.
- 2) Sexual flirtations and innuendo, touching advances, or propositions.
- 3) Verbal abuse of a sexual nature.
- 4) Sexually degrading words to describe an individual.
- 5) The display of sexually suggestive objects or pictures.

Misdemeanor: a crime less serious than a felony.

Molestation: improper sexual advances or activity with a child.

Paraphiliac diagnosis: a clinical diagnosis of abnormal sexual interests, which may include ephedophilia, exhibitionism, pedophilia, voyeurism, or any number of other perversions.

Pedophilia: an exclusive sexual interest in children who are before the age of puberty.

Perpetrator: a person who commits an act of child sexual abuse.

Policy: a rule which describes or structures the proper working behavior of a church staff member or volunteer.

Preponderance of the evidence: the majority of the evidence, more likely than not. This is in contrast to the criminal standard which requires much more than a majority of the evidence, it requires that the evidence be "beyond a reasonable doubt."

Promiscuity: the tendency towards indiscriminate frequent sexual behavior.

Rebuke: an expression of strong disapproval, a reprimand.

Seduction: inducing another person to engage in sexual contact.

Sodomy: the type of sexual activities normally associated with homosexuals.

Voyeurism: the condition whereby one obtains sexual gratification from seeing sex organs and sex acts.

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Medora Community Bible Church Volunteer Worker Questionnaire

1. Name _____ Phone _____
Please print

2. Are you a believer? Are you a member of MCBC?

3. In what ministry are you currently serving in at Medora Community Bible Church?

*4. Have you ever been **accused** of sexual abuse?

*5. Have you even been **convicted** of a sexual abuse charge?

6. Did you answer the above questions truthfully?

*Your answers to these questions are **strictly confidential**. If you prefer, you may discuss your answers with a member of the pastoral staff rather than answering them on this form.

Signature

Date

Medora Community Bible Church Employment Questionnaire

Background Questions

1. Have you ever been sexually abused? _____
2. Have you ever been **accused** of sexual abuse? _____
3. Have you ever been convicted of a sexual abuse charge? _____
4. Have you ever been involved in any homosexual activity? _____
5. Have you **committed** adultery or fornication since you have been involved in full-time ministry? _____
6. Have you been **accused** of sexual sin or fornication since you have been involved in full-time ministry? _____
7. Did you answer the above questions truthfully? _____
8. Have you read the Employee Policy Manual in its entirety? _____

I wholeheartedly agree to follow the policies and procedures as explained in the above mentioned manuals.

Signature

Date

