

MCBC Childcare Policy

Childcare Policy

It is the Scriptural position of Medora Community Bible Church that marriage and family are institutions created and designed by God. Parents are the primary care givers to their children. They have the primary responsibility and duty to train and provide the upbringing for their children. In the majority of instances, these duties and responsibilities are accomplished. It is the privilege of MCBC to assist the parents of the church in their duties by providing Biblical instruction in a safe and nurturing environment. To that end, MCBC adopts the following policy.

It is the policy of MCBC that cases of known lack of child care will be immediately reported to the senior pastor. In the absence of the senior pastor, report will be made to the church board chairman. And in the absence of either the senior pastor or church board chairman, report will be made to one of the church elders. Upon receipt of the information, the pastor will examine the report and, if deemed necessary, will contact the church approved legal counsel to determine whether or not there are any reporting responsibilities under Kansas statutes. The senior pastor will also make report, if necessary, and ensure that appropriate corrective measures and other notifications (e.g. parents and insurance) are immediately taken. (See Disclosure Flow Chart for procedure).

Disclosure Flow Chart

Reporting Responsibilities

Any volunteer or staff person who responsibly believes, in good faith, that a lack of proper child care for a child under the age of 18 exists should report the concern immediately following the prescribed reporting pattern.

Step 1: Child or youth discloses facts causing concern to a volunteer or staff (or volunteer or paid staff observes suspicious circumstances). Do not question the child concerning the facts disclosed, but go directly to the senior pastor.

Step 2: Volunteer or staff immediately reports the incident to the senior pastor. If the report is made to someone other than the senior pastor, the person receiving the report immediately conveys this information to the senior pastor or in his absence the chairman of the board.

Step 3: Upon receipt of the information, the senior pastor or chairman of the board will examine the report and, if deemed necessary, will contact the church approved legal counsel.

Step 4: The church-approved legal counsel will review the disclosed information and determine reporting responsibilities, corrective measures, and notifications to make. Appropriate responses may include some or all of the following, not necessarily in this order.

1. Watch the child more closely.
2. Contact parents to inform them of the situation and action taken. If the concern is within the family, ensure the child's safety before contacting parents and/or alleged offender.
3. Provide Biblical and/or professional counseling for the individuals involved.
4. Report situation to Child Protective Services or the police/sheriff's department as necessary.
5. Remove involved parties from church responsibilities.
6. Report to insurance company.
7. Help establish long-term support and counseling for the **child** and **parents**.

Guidelines on Staff Conduct

1. Volunteers and staff are expected to have appropriate Christian relationships with children, adults, fellow workers, and staff within the context of their volunteer or professional roles. Relationships must maintain a correct and balanced focus on the approved ministry service being provided.
2. If a volunteer or staff member loses sight of his/her role or relationship with a child, an adult, fellow workers, or other staff, which then results in inappropriate behavior, destructive to the relationship, and in violation of God's laws in Scripture, he/she will be suspended from all further involvement with the program.
3. Inappropriate personal involvement includes activities or understandings between a volunteer or staff member and a child that are outside the scope of the ministry/service being provided and are unknown to church leaders or staff.

Examples of such activities are:

- a. Arranging a non-approved or inappropriate meeting with a child away from church facilities.
- b. Exchanging telephone numbers with a child for the purpose of making inappropriate contact away from church facilities or premises.
- c. Sharing close personal problems of a highly emotional nature with a child or youth.

**Medora Community Bible Church
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620-543-2514**

**VOLUNTEER AND EMPLOYMENT APPLICATION FOR
PRESCHOOL, CHILDREN, AND YOUTH WORKERS**

This form is to be completed by all persons desiring to work in any position, volunteer or compensated, involving the supervision or custody of minors. It is being used to accommodate our insurance provider. The form simply documents what has been the practice of our church from time memorial, i.e., to provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Date: _____ Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Area of Interest: _____

Please give a description of your church membership over the past five years:

Please give a description of your volunteer work over the past five years:

Have you ever been charged with a crime against a minor?

_____ No _____ Yes (please explain)

Request for Criminal History Records Inquiry and Authorization

I hereby authorize the Kansas Bureau of Investigation (KBI) or other law enforcement or military office to release to Medora Community Bible Church any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me, whether local, state, or national. I hereby release such agency or office from any and all liability resulting from such disclosure.

Signature: _____

Full Name (print): _____
Last Name First Name Middle Name Jr./Sr./III...

Alias/Maiden Name: _____
Last Name First Name Middle Name Jr./Sr./III...

Date of Birth: _____ Race: _____ Sex: ___ Male ___ Female

Social Security #: _____ Marital Status: _____

Place of Birth (City, State, Country): _____

APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of this screening form by Medora Community Bible Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I waive my right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the by-laws and policies of Medora Community Bible Church and to refrain from any unscriptural conduct in the performance of my services on behalf of the church.

Are you currently involved in any use of pornographic material or sexually-deviant behavior?

_____ No _____ Yes (please explain)

Have you ever been convicted of a crime other than a traffic fine?

_____ No _____ Yes (please explain)

Have you ever been a victim of physical, emotional, or other abuse or molestation while a minor?

_____ No _____ Yes

If you prefer, you may discuss your answer in confidence with the senior pastor rather than answering it on this form.

Date of discussion: _____

Discussion with: _____

I further state that I have carefully read the foregoing release and know the content thereof and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant's Signature: _____

Date: _____

Witness's Signature: _____

Date: _____

PARTICIPATION COVENANT STATEMENT

The congregation of Medora Community Bible Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of our church's ministers before accepting an assignment.
3. All adult volunteers involved with children or youth of our church must have been in faithful attendance for at least six months before beginning a volunteer assignment (unless an elder is present in the class).
4. Adult volunteers with children and youth shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children or youth.
5. Adult volunteers with children and youth shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth? Yes No
2. As a volunteer in this congregation, do you agree to observe the "Two-Adult Rule" at all times? Yes No
3. As a volunteer in this congregation, have you faithfully attended MCBC for six months? Yes No
4. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment? Yes No
5. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to your supervisor? Yes No
6. Are you a survivor of child abuse? Yes No If yes, do you agree to discuss with a minister of this congregation your experience? Yes No
(Answering yes to this question does not automatically disqualify you from volunteering with children or youth.)
7. As a volunteer in this congregation, do you agree to inform a minister of this congregation if you have ever been convicted of child abuse? Yes No

I have read this **Participation Covenant**, and I agree to observe and abide by the policies set forth above.

Signature of Applicant

Date

Print full name

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 our Child Protection Policy.

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) is to be used at any time. Unintentional harm is still considered abuse.

Ministry supervisors must regularly visit and oversee their ministry activities.

Medora Community Bible Church

Teacher Agreement

“All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness” II Timothy 3:16.

“Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth” II Timothy 2:15.

We of Medora Community Bible Church firmly believe that diligent, accurate, and effective teaching of the Bible is of primary importance. In order to promote clarity, understanding, and the proper application of Scripture, we require all who teach under the authority of Medora Community Bible Church to support our Constitution, especially the Doctrinal Statement. Any deviation from the thought, intent, or statements of the Constitution, as determined by the Board of Elders, will be sufficient grounds for removal from a teaching or leadership position.

Have you read and do you fully agree with the Constitution of Medora Community Bible Church including the Doctrinal Statement? _____ If not, state your position and what you base it on.

Do you agree to support the Constitution/Doctrinal Statement and not promote anything contrary to it? _____

Bible Translations

Reason for statement: Proliferation of Bible translations and versions

We believe in the verbal (every word is inspired)/plenary (each book is equally inspired) inspiration of Scriptures. God gave the words of Scripture by inspiration without error in the original autographs. God has protected His Word so that we hold in our hands the very Word of God.

We hold to a word-for-word translation (formal equivalence), understanding that in translation we are not able to replicate the Word exactly.

For the sake of consistency and to avoid confusion, we request all teaching, preaching, and memorization be done from the King James Version or the New King James Version.

Date

Signature