

# SPRING CHURCH INC. CHILD PROTECTION AND SEXUAL MISCONDUCT POLICY

When people brought little children to Jesus, he took them in his arms and blessed them (Mark 10:16). Jesus also warned of the most serious consequences for anyone who would harm children we take seriously our responsibility to them. We view ourselves as partners with parents and other family members, seeking to provide quality care and instruction in our ministry with children of all ages. The following guidelines are set forth to provide a safe and nurturing environment in which we can bring our children to the Savior.

Everyone who teaches, helps, or cares for children must understand and follow these policies and procedures. Be aware that the document that follows represents minimum requirements. Individual programs may impose additional guidelines as appropriate to their ministry setting.

Further, we believe that Scripture and our faith in Jesus Christ call us to standards of responsible conduct in all of life, including sexual behavior. Human sexuality is an integral part of who we are as persons. However, it can become the basis for oppression, where trust relationships are breached and persons are abused.

The purposes of this Child Protection and Sexual Misconduct Policy (the “Policy”) are:

1. To prevent and eliminate sexual abuse within The Spring Church, Inc., (herein referred to as (the “Church”) and especially to protect minors from abuse.
2. To safeguard the Church’s minors, volunteers, members, pastors and staff from abuse through any form of sexual misconduct, including Sexual Misconduct.
3. To seek justice by assuring effectiveness of the Church’s administrative, investigative, and judicial process in determining truth, protecting the innocent, and ability to deal appropriately with those who victimize others.
4. To promote proper healing of all persons where Sexual Misconduct has occurred.

For the purposes of this Policy, the following terms shall mean:

Adult	Age 18 (HS graduate) or older
The Spring	The Spring Church
Volunteer/ Leader	Used interchangeably for all persons working with youth
Child/Children	Infancy-5th grade unless otherwise indicated
Student/Youth	6th-12th grade unless otherwise indicated

## PART I: ARCHITECTURAL PRECAUTIONS

1. Interior windows, or when necessary, open doors provide easy viewing by parents and supervisors.
2. All doors, with the exception of rest rooms, shall have windows or side windows. Sight lines through the windows should remain unobstructed at all times.
3. Classroom doors must never be locked on the inside while occupied.
4. Diaper changing tables/areas shall be in clear view.

5. First aid kits shall be displayed / stored in an obvious place in most classrooms.
6. Evacuation plans shall be displayed at the doorway.

## PART II: SECURITY, SUPERVISION

### A. Policies for Children's Ministries

1. Drop-off Policy:
  - a) Children will be welcome to enter our classrooms when adequate supervision is available.
  - b) Generally, supervision of two adults will be provided ten minutes before a program starts.
2. Registration Policy (infancy – fifth grade):
  - a) Parents shall complete registration for any child who attends any Family Ministries program.
  - b) Children should be registered and attend the class at their age, grade, or developmental level as of September 1 of the school year.
3. Security System:
  - a) All children nursery through 5th grade will check in on the computer and be issued a name tag and claim tag.
4. Parent Pick Up/Child Release Authorization:
  - a) Children nursery through 2nd grade must be picked up from their classroom following any program. We ask that this be done within ten minutes of the class ending and will be released only to those who have the child's claim tag. Siblings age 12 and over may pick up a younger child with the claim tag and parental permission.
  - b) Children in third grade and above will be released to meet their parents/ guardian on their own.
5. Diaper Changing Policy:
  - a) All approved nursery volunteers may change children's diapers. Parents may change the diapers of their own children.
6. Bathroom Policy:
  - a) If a younger child needs assistance in the classroom bathroom, an approved volunteer (whenever possible of the same gender) may enter to assist observing the following guidelines:
  - b) If the bathroom door has no window, the door must be left open while the approved volunteer is present.
  - c) Remember, volunteers should never be alone with a child in a bathroom with the door closed, and never go into a bathroom stall with a child and shut the door.
  - d) We strongly encourage parents and their children to visit the bathroom prior to each class.

### B. Classroom Supervision Guidelines for all children and youth ministries

1. Staffing Guidelines:
  - a) All approved workers will have completed a screening process (outlined in Part II.H.). Monitored by Director of Family Ministries.
  - b) Paid employees/staff who minister with children and youth will have completed their own staff screening process and all employees will submit to a Background Check administered by Director of Children's Ministries.
  - c) Volunteers will be supervised by Director of Family Ministries.

2. Two-deep leadership is essential. At least two workers should be in the room at all times. Where related workers are working together, rooms should have windows and doors with visibility from outside. \*\*Except when written permission for one screened leader is obtained from parents/guardian at sign in or registration. Ratios still apply.
3. The Director of Family Ministries will make regular visits to the classrooms to insure that classrooms are properly supervised.
4. The following ratios are suggested staffing guidelines with a minimum of two staff per class:
  - a) Infants & Crawlers: One adult per 2-3 children
  - b) Toddler – 2-year-old: One adult per 3-4 children
  - c) 3-Year-Old - Kindergarten: One adult per 4-5 children
  - d) Elementary: One adult per 10-12 children
  - e) Middle School: One adult per 10-12 youths
  - f) High School: One adult per 10-12 youths
5. Special Needs Children If a child with special needs is matched with a helper and a helper is not present, the supervising staff may require the child to be accompanied by the parent/guardian.

### C. Overnight Policies/Transportation

1. Adult Supervision Guidelines:
  - a) Two-deep leadership is essential for these types of excursions.
  - b) All overnight activities must have a ratio of one leader for every seven or eight children or youths.
  - c) All leaders will be responsible for an assigned group of children or youth during the overnight event.
  - d) All leaders should not be from the same family.
  - e) No children/youths of the opposite gender shall be together without adult supervision.
  - f) All curfews set for overnight events will be followed.
  - g) Separate sleeping quarters must be designated for males and females.
  - h) A staff person will never sleep in a bed, on a cot, or in a sleeping bag with a minor.
  - i) Appropriately modest sleepwear must be worn by minors and staff.
2. Hotels: For purposes of Middle School or High School Mission Trips where hotel/motel rooms are utilized, it is expected that at least 2 leaders (at least one must be an adult) will be in rooms on the same floor and adjacent to or within 100 feet of youths' accommodations.
3. Consent and approval:
  - a) Parents will be notified in advance of any off campus activities.
  - b) Proper written consent and medical release forms are required for each child or youth participating in off-campus activities and are part of the on-line registration for these events.
4. Transportation:
  - a) When transporting children involved in a church sponsored activity, all drivers must have a valid driver's license and current automobile insurance. Director of Children's Ministries retains discretion for drivers.

- b) The number of persons per vehicle should not exceed the number of seat belts. Drivers and all passengers must fasten their seat belts.

#### D. Proper Displays of Affection

1. Touch is an essential responsibility in nurturing lives. Physical contact with children should be age and developmentally appropriate. Be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. The following guidelines are to be promoted for pure, genuine, and positive displays of God's love.
2. Hugs/Kisses: One-arm side hugs are positive contact. Avoid initiating full contact, body-to-body hugs, or kisses.
3. Lap Sitting: Appropriate sitting on laps may occur with children five years old and younger. Discourage lap-sitting with school-age children. Rather, encourage them to sit next to you. Requesting or allowing teenagers to sit on your lap or between your legs is inappropriate.
4. Touch: Gentle contact during activities may be on children's heads, shoulders, arms, and hands. Demanding or pressuring for any physical touch is inappropriate. Any physical touch for your own pleasure or satisfaction is inappropriate.
5. Back rubs: Anyone working with our children shall refrain from giving backrubs.

#### E. Discipline Policy

1. Nursery – Fifth Grade:
  - a) All interaction regarding discipline needs to carefully consider a child's dignity and fragile life.
  - b) Gentleness, respect, and understanding must guide all actions and words.
  - c) Discipline will be carried out through instruction, training, and correction.
  - d) Remind, redirect and finally remove when necessary.
  - e) Physical punishment will not be used, nor will verbal abuse.

#### F. Special Concerns for Student Ministry

1. Driving: When a staff member (volunteer or paid) is driving youths home, he or she should never be alone with a youth of the opposite sex, except with parent/guardian permission as described in this paragraph. If the possibility arises, call the youth's parents and ask if someone could pick up the youth or if the staff member (volunteer or paid) may drive the youth alone. Additionally, the driver must have a valid driver's license and current automobile insurance. The number of persons per car should not exceed the number of seat belts.
2. Youth Contacts: Informal contacts between staff members (volunteer and paid) and youths should (if possible) be with the prior approval of parents. Such meetings should occur in public places.
3. Dating: At no time shall anyone working with youth pursue a dating relationship with a youth. Staff should always be alert for and sensitive to "youths' crushes" and their own "emotional attachment" to particular youths. The danger is that emotional attraction can lead to physical expressions. All intimate touches (including face or hands) are inappropriate.

4. Open Door Policy: At no time should anyone working with youth have a one on-one meeting behind closed doors unless a window allows unrestricted viewing into the room. When possible, for your protection, keep the door at least partially open.
5. Ministry Reports: Volunteers and interns are required to notify, at least monthly, the director of one-on-one or small group meetings outside of church sanctioned events.
6. One-On-One Communication Outside Regular Church Setting: One-on-Ones are an important aspect of relationship building in student Ministry. Communications with youth that are frequent or lengthy with the opposite sex should be discouraged and not initiated unless for a particular pastoral reason, whether written or via any electronic media/device. Communicating anonymously is prohibited. Communications via any form of technology needs to be included in staff member's regular ministry reports.
7. Personal Disclosure: While your own personal disclosures of the challenges and difficulties you've experienced can build rapport and trust and encourage youths' honest discussion of their life situations, they can also create an unhelpful and confusing emotional intimacy. Your personal disclosures should be infrequent and brief and always for the benefit of the youths not yourself. Do not talk with youths for your own support and guidance. Any significant personal disclosures must be included in your regular ministry reports.
8. Youth Disclosure: At times youths (known, anonymous or new contacts) may reveal highly personal information. A staff member (volunteer or paid) need not avoid such communication because it may be an opportunity for significant ministry. But a staff member (volunteer or paid) cannot promise total confidentiality. Everything significant needs to be reported to the pastor/director of your ministry area (sometimes ASAP, not in your next ministry report) and some things may need to be discussed with others as well—e.g. suicidal thoughts, plans, attempts; past abuse or current risk of serious harm to self or others; dangerous activities. (See also Legally Mandated Reporting, covered in Section IV). While a staff member (volunteer or paid) can offer significant Christian care, that person is not a professional counselor. It is important, therefore, at times to get appropriate consultation with the Pastor/Director of Family Ministries area to encourage youths to speak to a pastor, not attempt to take the place of a trained counselor.
9. Pornography/Offensive Material: A staff member (volunteer or paid) shall not show or view with a minor any pornographic or offensive material in any form or medium. Offensive material includes but is not limited to pornography or other material of a sexual nature, hate literature, racial, sexual or other offensive jokes, cartoons, or comments, or any other material in any medium which violates the Church's policies. Full efforts must be made to prevent any access to pornography and any offensive material on all offsite and overnight activities.

#### G. Volunteer Screening / Training Procedures

1. Volunteers must have been involved with The Spring for six months before being considered. Exceptions can be made at the Director's discretion.
2. Volunteers must complete volunteer application (Appendix A).
3. Volunteers must complete background Check through Sterling Services. An invitation email will be sent to the potential volunteer from the Director of Family Ministries. If a volunteer has a current State of Arizona Fingerprint Card, a copy of the card must be in the church file.
4. Volunteers must participate in an interview with Director of Children's Ministries.

5. Volunteers are responsible for reading and signing this 'Protection Policy'. (See page 7.)
6. All volunteers should participate in an initial orientation and training.
7. New volunteers will spend time in Program Observation and/or
8. Shadow experienced volunteers.
9. Volunteers will participate in annual evaluations.
10. Volunteers will participate in on-going training.
11. While supervising children in The Spring activities, volunteers shall not photograph children or post pictures or names of children on any form of social media without written permission from the Director of Family Ministries.
12. This policy will be posted on website.
13. Director of Family Ministries will communicate to parents how elements of policy that affect event are in place, e.g., number of volunteers, ratio, sleeping arrangements.

### PART III: SEXUAL MISCONDUCT POLICY

#### A. DEFINITION OF SEXUAL MISCONDUCT

1. "Sexual Misconduct" is the comprehensive term used in this policy to include sexual abuse of children or adults, rape or sexual assault, and sexual harassment. Sexual Misconduct is an abuse of authority and power. It breaches Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gratification in an abusive, exploitative, and unjust manner.
2. Sexual abuse occurs whenever a person in a position of trust engages in a sexual act or sexual contact with another person to whom he or she owes a professional or legal responsibility. Such abuse includes, but is not limited to:
  - a) Sexual acts or sexual contact with a minor;
  - b) Sexual acts or sexual contact involving threat, coercion, force, violence, or intimidation;
  - c) Sexual acts or contact involving a pastor with Church members or with Church staff members, including part-time and volunteers, to whom they are not married and with whom they have a professional relationship. Such sexual relationships are not acceptable even when consensual, and regardless of whether pastoral care is involved. The inherent balance of power between ministers and lay people or staff undermines the validity of such consent;
  - d) Sexual acts or sexual contact with a person who is incapable of appraising the nature of the conduct or is physically incapable of declining such activity;
  - e) Sexual acts or sexual contact arising from the administration of a drug or intoxicant which substantially impairs the reasoning or judgment of another.
3. Child sexual abuse includes, but is not limited to:
  - a) Any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or a third person. The behavior may or may not involve touching and includes the display or use of sexually suggestive materials, objects, or pictures. Child sexual abuse between an adult and a child is always considered forced whether or not consented to by the child. A child /minor is incapable of consent to sexual abuse.
  - b) Rape or sexual assault.
  - c) Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually offensive nature when any of these circumstances prevail:

- d) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or their continued status in an institution;
  - e) Submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual;
  - f) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.
4. Sexual harassment may include, but is not limited to:
- a) sexually-oriented jokes or humor;
  - b) sexually demeaning comments;
  - c) verbal suggestions of sexual involvement or sexual activity;
  - d) questions or comments about one's personal sexual behavior;
  - e) unwelcome or inappropriate physical contact;
  - f) graphic or degrading comments about an individual's physical appearance;
  - g) express or implied sexual advances or propositions;
  - h) display or use of sexually suggestive materials, objects, or pictures;
  - i) repeated requests for social engagements after an individual refuses.
5. Discussions about sexual ethics with Church members, including confession and conduct of members, review of curriculum or programming material with staff members or committees, providing information about sexual health issues and other appropriate conversations are not sexual harassment but should always be approached with care and discernment.

B. Arizona law protecting minors from abuse contains different terminology. A more detailed discussion of "Mandatory Reporting" of "Reportable Offenses" is contained below. Understanding this concept is critically important to protect church volunteers, members, staff and pastors from unintentionally committing a crime by failing to comply with the mandatory reporting laws which apply to them when they have care or custody of a minor in their capacity as a church worker. Abuse of minors is a crime in Arizona. It is also a crime in Arizona for someone who qualifies as a Mandatory Reporter to fail to timely report abuse to the proper state authorities. Arizona Revised Statute 13-3620 contains two important concepts, the definition of a "Mandatory Reporter" and the definition of a "Reportable Offense".

Mandatory reporters include "any person who has responsibility for the care or treatment of a minor" and includes school personnel, parents, stepparents or guardians of the minor, members of the clergy, and all health practitioners. In most settings in the Church, Sunday school teachers, youth leaders, volunteers who are working with minors under the age of 18 at Church are considered at law to be a Mandatory Reporter since they have responsibility for the care of a minor.

Thus, if a staff member (volunteer or paid) is working with minors at a Church event, then the person should consider themselves to be a Mandatory Reporter. The next question is what constitutes a Reportable Offense?

Arizona law requires a report if a staff member (volunteer or paid) has any reasonable belief that a minor is, or has been, the victim of physical injury, abuse, child abuse, a Reportable Offense or neglect that appears to have been inflicted on the minor by other than accidental means to immediately file a report with either the police or with Child Protective Services.

It is important for a staff member (volunteer or paid) to know that this is their personal responsibility; it is a crime (i.e., a class VI felony) to fail to fulfill this responsibility in a timely manner. Simply telling a supervisor or someone else in the Church about concerns does not fulfill the statutory obligation to protect minors.

A staff members (volunteer or paid) job is not to investigate whether or not the Reportable Offense occurred, their responsibility is to ensure that a report is filed immediately.

There is one major exception to this rule; if the situation involves two minors who are 14, 15, 16 or 17 years old and it appears that the conduct was mutually consensual, there is no duty to report.

Because of the complexity of the Arizona statutes, because of the sensitive nature of this matter, and because wisdom is found in the counsel of many, The Spring Church has a process outlined in Part IV below, before a report is made. This will help ensure that the law is followed, and there is reasonable belief that sexual misconduct has taken place. However, if after the person originally making the claim is not satisfied with the action of the Review Committee within 24 hours, he or she is obligated to submit the report as a mandatory reporter, or face criminal charges.

#### PART IV: RESPONSE AND REPORTING POLICIES

##### A. Our Response to Allegations or Suspicions of Child Abuse or Neglect

###### 1. Reporting the Abuse

- a) All volunteers and employees shall immediately report to the Director of Family Ministries. This includes any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. A staff member (volunteer or paid) may not abdicate this reporting responsibility to any other person. "Immediately" means the same day or within 24 hours.
- b) In student ministry specifically, problems may arise when a young person confides in a volunteer, expecting them to maintain confidentiality. Unfortunately, not all counseling issues can remain confidential. Student

Ministry volunteers are required to report immediately to the Director of Family Ministries if they suspect any form of abuse.

- c) If the appropriate Minister/Director is unavailable [or if the allegation or suspicion involves them], all allegations or suspicions shall be immediately reported to the Senior Pastor or the Personnel Committee.
- d) A report is called for if a child or youth:
  - i. Verbally complains about, or mentions in passing, specific acts of neglect or abuse (physical, sexual, or emotional) or exposure to sexual activity, pornography or abuse of others;
  - ii. Verbally complains about, or mentions in passing, vague references to having to do bad things or having bad things/secret things done to him or her;
  - iii. Alludes to abuse or neglect in writing, in prayer requests, or in drawings;
  - iv. Has an injury [e.g. a patch of missing hair, a burn or a bruise] that can't be adequately explained or which the child attempts to hide or deny;
  - v. Has an inordinate number of explained injuries;
  - vi. Has an age inappropriate interest in or knowledge of sexual matters or acting out of sexual behavior;
  - vii. Is frequently dirty or inadequately dressed, has bad teeth or hair falling out, is undernourished, does not receive appropriate medical care for injuries;
  - viii. Reports or evidences difficulty urinating or discomfort sitting;
  - ix. Reports or evidences an atypical fear or discomfort of being with particular people;
  - x. Reports bizarre discipline in which the parent or other adult uses irrational or grossly inappropriate procedures or devices to modify the child's behavior;
  - xi. A young person is threatening to hurt him or herself (suicide, cutting, etc.);
  - xii. A young person is threatening to hurt someone else;
  - xiii. A young person reveals a personal crisis or endangerment pregnancy, substance abuse, criminal activity).
- e) All allegations or suspicions of abuse or neglect shall be kept confidential and be discussed only with the appropriate persons indicated in this Protection Policy. Once reported, the volunteer or employee shall complete and submit a "Suspicion of Child Abuse or Neglect" Form (Appendix B).

## 2. Responding to a Child:

- a) If and when a child first speaks to a staff member of volunteer about abuse or neglect, be sure to take his / her word seriously. Do not deny or minimize the problem. Stay calm and listen. Offer emotional reassurance that it was right to report and that it is OK to talk about what may be bothering them. A staff member (volunteer or paid) shall not promise that they will not tell anyone. If the child asks, a staff member (volunteer or paid) shall tell the child whom they will discuss the problem.

- b) As a staff member's (volunteer or paid) is not responsible for interrogating the child to get "all the facts" or to attempt to substantiate any allegation or suspicion of abuse or neglect. A staff member's (volunteer or paid) responsibility is to listen, to ask a few questions to gain some understanding of what the child has said, to offer reassurance that it is OK to talk about what's bothering the child, and to immediately report the concern to the Family Ministries Director orally and also by completing Appendix B. The Director of Family Ministries will then complete their own form (Appendix C). Both forms are to be given to the Senior Pastor.
- c) Unless the parent or legal guardian of the minor child may be involved in the alleged abuse or neglect, the parent or legal guardian will be notified and pastoral care offered to all those affected.
- d) If the situation involves a life-threatening emergency, call 911 or 1.888.SOS.CHILD without delay.
- e) In addition to sexual misconduct, staff and volunteers are required to practice mandatory reporting in cases of suicidal thoughts, plans, attempts; past abuse or current risk of serious harm to self or others; dangerous activities.

### 3. Review Committee:

- a) When a report has been made and the "Suspicion of Child Abuse or Neglect" Forms have been completed, the Senior Pastor will be informed and the Review Committee assembled.
- b) The Review Committee shall consist of the Senior Pastor, the members of the Personnel Committee, and the Director of Family Ministries.
- c) The Review Committee will make an assessment within twenty-four hours, and make a determination of what steps should be taken. The Review Committee should lean toward outside consultation and reporting of all alleged misconduct—especially if the alleged misconduct was by a staff person. Only the Review Committee has the authority to terminate the process of investigation and intervention.
- d) Only those persons designated by the Review Committee should speak to any outside consultants or agencies, the alleged abuser and victim and their families, to the Spring community, the press or the community at large about any allegations or suspicions of abuse.
- e) All those authorized by the Review Committee will comply with Arizona Revised Statutes regarding mandatory reporting of suspected abuse or neglect and will cooperate with any state or local investigations.
- f) Any employee or volunteer who may be involved in the alleged abuse or neglect will be immediately relieved of any ministry responsibilities that involve children or youth.
- g) Any employee or volunteer not found innocent of the alleged abuse or neglect will be removed from their ministry with children or youth.

### 4. Summary of Responsibilities:

- a) Volunteer or employee
  - i. Respond to the child or youth.
  - ii. Report to the Director/Minister of your Ministry Area.
  - iii. Complete Appendix B "Suspicion of Child Abuse or Neglect" and give to the Director/Minister of your Ministry Area.
  - iv. Keep the identity of the child, the conversations, and the report CONFIDENTIAL.
- b) Director/Minister of the Ministry Area
  - i. Discuss the form that is Appendix B with the volunteer or employee.
  - ii. Complete the form that is Appendix C and give the forms that are Appendix B and C to the Senior Pastor or another member of the Risk Management Committee.
  - iii. Keep the identity of the child, the conversations, and the reports CONFIDENTIAL.
  - iv. Assembles the Review Committee.
- c) Review Committee [see section 3 above]
  - i. Make an initial assessment within 24 hours.
  - ii. Keep the identity of the child, the conversations, the reports, the assessment and the recommendations CONFIDENTIAL.
  - iii. Make final decision of what steps should be taken.
  - iv. Authorize as appropriate persons to speak to any outside consultants or agencies [e.g. the Arizona Department of Child Safety], the alleged abuser and victim and their families, to church community, the press or the community at large about any allegations or suspicions of abuse.
- d) It is the responsibility of Director of Student Ministry/Children's Ministry to ensure that all paid staff and volunteers are aware of the Protection Policy and have signed the above pledge.

I have read, understand and promise to follow and adhere to the requirements of this Protection Policy. I promise to report immediately any deviations (whether personally observed or heard about) from the Protection Policy to the Director of Family Ministries or the Pastor.

Signature\_\_\_\_\_

Date\_\_\_\_\_

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

Director of Family Ministries\_\_\_\_\_

Date\_\_\_\_\_

\_\_\_\_\_  
(witness)

APPENDIX A



**The Spring Church, Inc.**

711 West University Drive. Tempe, AZ. 85281  
info@springpeople.org

**Children’s Ministry Volunteer Staff Application**

Name \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Length of time at above address \_\_\_\_\_

Please Provide your SS# for a background check \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Briefly describe your relationship with Christ (use additional paper if needed):

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In what ways has God has gifted you that would make you a good fit for the position you are applying?

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Please provide any other information that you feel will help us in considering your application for employment:

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## Church Activity

Please list the churches you have attended over the past five years.

<i>Church Name</i>	<i>Address/Location</i>	<i>Telephone Number</i>	<i>Date(s) Attended</i>

## References

Please list three references (not related to you) that we may contact.

<b>Name</b>	<b>Address and Telephone Number</b>	<b>Years Known/Relationship</b>

### *Non-Discrimination Statement*

The Spring Church, Inc. does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

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APPENDIX B

CONFIDENTIAL  
THE SPRING  
STAFF OR VOLUNTEER FORM

SUSPICION OF CHILD ABUSE OR NEGLECT

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

1. How did you come to suspect abuse or neglect?

Where were you?

Who was there?

What time?

What happened?

2. What is the suspected abuse or neglect?

Be as specific and exact as possible.

Who?

When?

Where?

What?

3. What do you know about the child and the family situation?

Who is part of the family?

Who lives where?

Who brings whom to church?

Who is involved in church activities?

What school, preschool, or daycare does the child attend?

4. Any other relevant information?

5. Who else may have observed or heard what you observed/heard?

APPENDIX B (cont.)

6. Who else may have relevant information for the Review Committee?

Remember, it is not our responsibility to get "all the facts" or to substantiate any allegations or suspicions. This report is to be kept confidential.

Your Name \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Your Ministry Role at The Spring \_\_\_\_\_

*This report should be given to the Director of Children's Ministry  
and the Pastor.*

APPENDIX C

CONFIDENTIAL  
THE SPRING  
DIRECTOR OF FAMILY MINISTRIES FORM

SUSPICION OF CHILD ABUSE OR NEGLECT

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_

Person Making Report to you: \_\_\_\_\_

Date and Time of Suspected Abuse if Known: \_\_\_\_\_  
\_\_\_\_\_

What do you know about the child, the child's family situation, and the suspected abuse or neglect:

\_\_\_\_\_

Who else may have relevant information for the Review Committee: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

If you know what school, preschool, or daycare facility the child attends, identify it here:

\_\_\_\_\_

Remember, it is not our responsibility to get "all the facts" or to substantiate any allegations or suspicions. This report is to be kept confidential.

Your Name \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
\_\_\_\_\_

Your Ministry Role at The Spring \_\_\_\_\_  
\_\_\_\_\_

*This report should be given to the Personnel Committee and the Pastor*