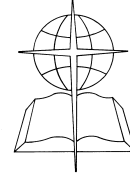


## Eastside Community Church

PO Box 25103  
Harper Woods, MI 48225  
(313) 647-0000  
[www.eastsidecommunitychurch.com](http://www.eastsidecommunitychurch.com)



### **CHILD AND ADOLESCENT PROTECTION POLICY** **Eastside Community Church**

1. Adults who have been convicted of, have pleaded guilty to, or have pleaded no contest to any criminal act involving child sexual or physical abuse should not apply or volunteer for church work in any program for children or youth.

2. Volunteers *and/or employees* who work with children or youth at the church or in any of its ministries should complete the CHILD AND ADOLESCENT PROTECTION POLICY AND BACKGROUND CHECK FORM.

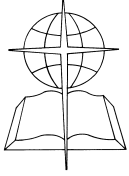
- *All volunteers who have been church members* for at least six months shall complete the CHILD AND ADOLESCENT PROTECTION POLICY AND BACKGROUND CHECK FORM.
- *All volunteers who are non-members or who have been members for less than six months* shall complete the CHILD AND ADOLESCENT PROTECTION POLICY AND BACKGROUND CHECK FORM, *and* submit a letter of recommendation from a previous church pastor or church leader.
- For both members and non-members information gathered from references will remain on file with the church office
- The background check will cite felony and misdemeanor convictions within the state of Michigan. If a volunteer worker has moved into our state within the last two years, a national check will be done, as well.

3. All nursery workers age 18 and under are required to receive certification from approved class and/or training as designated by the children's ministry director.

4. All workers must always observe the "Two Worker/Open Door" rule. This rule requires that anyone working with children or youth must be accompanied by another person, **or** must provide visual access to the room.

5. Each youth worker will be instructed in the procedure and criteria by which suspected child abuse must be reported. If a worker suspects such abuse, he or she will immediately report it to a Church staff member. Workers need not have proof of abuse; a legitimate concern is sufficient

6. In the event of an allegation of abuse, the volunteer and/or employee will be asked to step away from the ministry for a given period of time in order to review the allegation. No statements are to be made to the press, friends, Church members or others outside the situation.



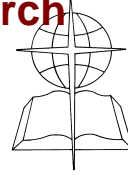
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## CHILD AND ADOLESCENT PROTECTION POLICY FAQ

### **Is a criminal background check really necessary?**

Sadly, the culture in which we live dictates that we must take drastic preventive measures to protect the young people whose care we've been entrusted with. Just recently a youth ministry volunteer at an area church was charged with sex offenses against a number of church teens. Furthermore, there are litigation issues: A church that hasn't performed background checks faces the risk of catastrophic financial penalties in the event that an allegation of abuse within the church leads to a conviction or out-of-court settlement.

### **Who needs to submit a "CHILD AND ADOLESCENT PROTECTION POLICY AND BACKGROUND CHECK FORM?"**

Any church employee or volunteer who will have direct contact with any child or youth (less than 18 years of age), either on or off the church campus, during any church-related ministry.

This includes, but is not limited to, workers in the following areas:

Sunday School, nursery, daycare, KAW, Kid's Club, Jr./Sr. High Youth meetings and activities.

Others who would require screening include chaperones at children and youth activities, and those who drive and transport children or youth to church-related activities.

### **Once I complete and sign this form, to whom do I give them?**

Give your completed forms to the ministry leader in the area in which you volunteer.

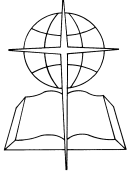
If you volunteer in more than one area, you may give your forms to any of the ministry leaders.

### **I'm concerned about confidentiality and privacy issues. Who will see my "Screening Form", and more importantly, who will see the results of my background check?**

Ministry leaders in the areas of children and youth, along with our church's administrative support staff, will see your "Screening Form". Ministry leaders are responsible for contacting the personal references you list on the form. The staff member who is conducting the background check will be the only person to see these results. This is confidential and will not be shared with anyone unless it is pertinent to your role. At this time, it may be shared with the Ministry Leader and/or Senior Pastor.

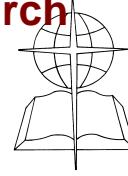
### **I am not presently involved in any church volunteer work that involves young people. Should I submit a "Screening Form" and "Background Check Form" anyway?**

As our church continues to grow, so do our children and youth ministries. Because the addition of programs to minister to these young people is ongoing, the demand for volunteers in these ministry areas is always on the increase. Even though you may not be currently involved in such a ministry, it's a good idea to go ahead and submit your forms now. In the event that you do volunteer work at some point in the future, we'll already have your forms and background check on file.



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### **What criteria from the background check will determine whether or not someone is approved for volunteer work? Who makes that decision?**

The background check will cite felony and misdemeanor convictions within the state of Michigan. If a volunteer worker has moved into our state within the last two years, a national check will be done, as well.

The most obvious reason that someone is denied the opportunity to do volunteer work in our church is any prior conviction pertaining to an offense against a child. It's quite unlikely, though, that a person with such a conviction would even submit a "Screening Form". Misdemeanor convictions, and even some felony convictions, would have little or no negative impact in determining a person's worthiness as a church volunteer. To put it another way, the only determining factor in evaluating someone's criminal record is the likelihood of him or her posing a threat to our young people.

In the event a felony conviction turns up on the report, the other ministry leaders and/or board members will review, *without* revealing the name of the volunteer. Collectively, this group will decide whether or not to approve the volunteer for work with children or youth.

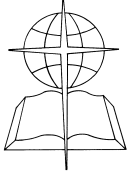
### **Other information...**

***It is important to note that the church insurance policy does not cover any individuals other than those employed by the church.***

Please know that the intent of the background check is to protect the young people in our church... period. Its purpose is *not* to cause you personal embarrassment by dredging up past mistakes or wrong choices. Regrettably, it's impossible to implement a viable screening plan without a bit of scrutiny into some personal background information.

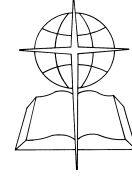
Please know that as the screening process evolves over the next several years, your ministry leaders and board members will remain committed to the task of administering screening procedures with utmost regard to your privacy.

Screening procedures outlined in the *Child and Adolescent Protection Policy*. Please refer to a copy of the policy for complete details.



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## CHILD AND ADOLESCENT PROTECTION POLICY AND BACKGROUND CHECK FORM

### Screening Form For Individuals Who Work With Children or Youth

*We wish to ensure that our church is a safe and secure environment for all children and youth who participate in our programs and use our facilities. For this reason, we require that all church volunteers who work with children or youth complete this form. Thank you for willingness to participate in church work and for your cooperation in safeguarding the well being of our young people!*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Maiden Name (if applicable) \_\_\_\_\_ Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Date of birth \_\_\_\_\_ Social Security Number (required) \_\_\_\_\_

Driver's License/State/Gov ID Number \_\_\_\_\_ State \_\_\_\_\_

Current street address or P.O. Box \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Previous addresses within the last ten years, if different from above, beginning with the most recent:

Address #1 \_\_\_\_\_  
\_\_\_\_\_

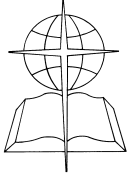
Address #2 \_\_\_\_\_  
\_\_\_\_\_

Address #3 \_\_\_\_\_  
\_\_\_\_\_

(If more than 3, please provide additional addresses on the back of this form)

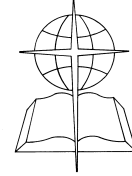
**Have you ever been *convicted* of a crime, including any child abuse related offense?**  
Yes \_\_\_\_ No \_\_\_\_ If yes, please explain (use back of this form).

**Have you ever been *accused* of any child abuse related offense?** Yes \_\_\_\_ No \_\_\_\_  
If yes, please explain (use the back of this form).



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**Please list any previous work with children or youth, either church related or non-church related. Include name and address of organization, type of work, dates.**

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**Please list three references, excluding family members. Include name, address, and phone number.**

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### Worker's Statement

The information contained in this form is correct to the best of my knowledge. I authorize any person, organization, or church listed above to give you any information they may have regarding my character and fitness in working with children or youth. I have read the Child and Adolescent Protection Policy adopted by Eastside Community Church, and I agree to abide by said policy and all other rules of the church. I hereby release Eastside Community Church from all liability for damages resulting to me because of my compliance or non-compliance with its Children and Adolescent Protection Policy.

Applicant/Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

**I understand that Eastside Community Church, shall not be held legally accountable in any way for providing this information and hereby release church from any and all liability which may be incurred as a result of furnishing such information. I authorize Eastside Community Church to perform a criminal history record check in connection with my application for employment or volunteer work.**

Applicant/Volunteer signature \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only

ID Verification: \_\_\_\_\_

SS Verification: \_\_\_\_\_

Verified by: \_\_\_\_\_

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