

MARANATHA BIBLE CHAPEL
774 Sing Sing Road
Horseheads, NY 14845
607-739-7168

VOLUNTEER APPLICATION
APPROVAL PROCESS FORM

For Office Use Only

Name of Volunteer: _____

Ministry Area(s): _____

- Form given to Volunteer – Date/Signature: _____
- Volunteer Form Completed/Returned – Date/Signature _____
- References Checked – Date/Signature _____
- Background Checked – Date/Signature _____
- Interview Date if needed – Date/Signature _____
- Initial Safe Place Training Done – Date/Signature _____
- Volunteer Ministry Conclusion Date -

- File Destruction Date (Retain 5 years after conclusion date)
- Destruction Confirmed - Signature

Notes _____

Church Ministry Volunteers Policy
Child Protection Policy for
Horseheads Christian and Missionary Alliance Church
(d.b.a. Maranatha Bible Chapel)

The mobilization of volunteers for ministry is essential to a healthy, growing church. Scripture teaches that every believer has been equipped by God for ministry in or through the church. When everyone in the church is doing his or her part, the church can be expected to grow spiritually and numerically (Ephesians 4:16). Therefore, a healthy church utilizes a large number of volunteers in a variety of ways both within and outside the church.

The following policy has been designed as standard for Maranatha Bible Chapel to assist its leaders in recruiting a large core of volunteers and to provide, to the greatest extent possible, for the safety of children, youth, and developmentally disabled adults who are served by these volunteers.

The implementation of this policy can be effective and successful only in so far as the volunteers and church leaders understand the rationale for such order, and we are willing to follow and enforce its regulations. It is recommended that each volunteer and church worker be provided a copy of this policy so that they may fully understand what is expected of them in their respective service and/or ministry, and so that any action or response taken by church leaders against any who violate the standards set forth in this policy be deemed justifiable.

Revised: July 2015

I. Recruitment Procedures

Volunteers will be recruited by church leadership and/or its appointed volunteers who help to administer their particular program.

In ALL cases where infants, children, youth or developmentally disabled adults are to be supervised by volunteers, a formal application, the Volunteer Personnel Form (see Appendix A), must be completed by each volunteer and approved by the DM Committee, Governing Board, and/or its assignees before approval of that potential volunteer is considered. If the pastor or any member for the Elders, Governing Board, or DM Committee knows of any reason that an applicant is not suitable for a volunteer position, final approval or rejection of the appointment will be made only after further investigation.

Two personal references are requested in the Volunteer Personnel Form. These references are to be phoned and asked to affirm the appointment of the volunteer. A record should be kept of the person making the call, the time and date of the call, and a summary of the reference comments. A criminal check, though not necessary in most cases, should be conducted if there is any question in regard to the application, and church leaders are authorized to do so as they feel necessary by signature authorization of the "Applicant's Statement" on the Volunteer Personnel Form.

II. Personal Safety Procedures

Church leaders must be concerned for the safety of the children and families they serve. At the same time, they need to be concerned about the safety and the reputation of the adults and teens that volunteer to make this ministry possible. It is the intention of Maranatha Bible Chapel through these procedures to preserve the integrity of their ministries to infants, children, youth, and developmentally disabled adults, and to ensure that every possible precaution is being taken to make it difficult, if not impossible, for situations of abuse to occur.

A. Classroom Ratios

Every church desires to provide a safe, loving classroom where the child feels comfortable and where learning can take place. Therefore, the following ratios shall be standard in all classrooms of Maranatha Bible Chapel:

- There should be a minimum of two adults in any room with infants or children through kindergarten, except in the event of an emergency situation. In the event that a married couple is providing the nursery supervision, a third, non-relative should provide assistance. This establishes a level of accountability as it provides encouragement and flexibility in the classroom. This may require that children from two or three grade levels be combined in departmental teaching units. Except for special occasions, no class size should exceed twelve (12) students.
- When it is necessary that only one adult teacher be in a room with children, for whatever period of time, the door of that room shall remain noticeably open so that any parent, Sunday school supervisor/monitor, or other passerby can look in occasionally without interrupting the class.

B. Record Keeping

The names and addresses of parents and children shall be carefully maintained as follows:

- An accurate sign-in procedure will be maintained for each preschool child which records the child's name, the parent's or guardian's name, and their location during the service (see Appendix B). A space will be provided for parents to list special needs of their children. A worker must not release a child to a teenager or adult without complete certainty that the parent or guardian is receiving that child.

- The names of each nursery volunteer shall be recorded along with the designated church period (Sunday school, worship service, evening service, evening prayer meeting, choir, etc.) on the sign-in list for each and every service or ministry time where nursery is provided. A copy of these sign-in sheets shall be maintained in a notebook in the church office for a minimum of six months.

C. Diaper Changing

- Diaper changing should always take place in such a way that another nursery worker can easily see the child that is being changed as well as other children and workers in the room.
- All volunteers who change diapers shall wear protective gloves.

D. Rest Rooms

This is an area in which church leaders need to be very sensitive to the possibility of problems.

- Two adults should always accompany a child to a restroom, so that the second adult at least is always within visible contact. One adult may accompany a child or children to a restroom only if he or she stands in the open doorway.
- It is recommended that a monitor or supervisor be designated for the Sunday school hour and during junior church programs. This person will assist new families in finding their child's appropriate classroom and will ensure that children are not wandering unattended during Sunday school or church services. This monitor will also be the "second adult" when one cannot otherwise be provided.

E. Sick Children

- A child who is not feeling well should not be received into nursery or classrooms, exposing other children and workers to illness.

F. Worker Behavior

- Workers should always conduct themselves in a godly manner, being a good example of obedience, respect, and honesty to young believers. Workers should avoid being alone with any child and should always avoid any behavior or conduct which may be considered inappropriate.

G. Emergencies

- Workers are not to give or apply medications. If a child needs medication, the parent must give it. No medication will be left in the classroom, or with a worker, or with a child.
- First aid boxes are to be kept on hand and all workers should be familiar with their locations and with their contents.
- Procedures for fire emergencies and evacuations should be reviewed with children every six months. Documentation of such procedure reviews should be made by the teachers, reviewed by the D.M. Committee, and kept on file in the church office.

H. Parties and Field Trips

Teachers and youth leaders are encouraged to have special activities in their homes, plan social activities, and involve pupils in field trips and service projects. The following precautions need to be taken with these activities:

- Always have another adult (not a relative) present at the activity. A parent of a participating student can be used as an “activities assistant”.
- Secure a signed Parent Release Statement (appendix C) from each parent if the church is responsible for transporting children to and/or from these activities.
- Worker conduct outside the church should always exemplify same behavioral standards when they are within the church.

III. Child Protections and Procedures

In today's society, child abuse and child abuse accusations are occurring daily. Therefore, it is crucial that all ministries of Maranatha Bible Chapel follow these procedures so that we may, in as much as is humanly possible, protect the children, youth, and learning disabled adults of our church from such abuse and protect the workers from false accusation.

Child abuse is defined as any non-accidental injury or mistreatment, physical or mental, of a child by a person who is responsible for the child's health, welfare, and safety. This shall not be construed to authorize interference of acceptable child-raising practices, including reasonable parental discipline, which are not provided to be injurious to the child's health, welfare, and safety. An abused child is a child who has been subject to abuse or neglect as defined herein. Child abuse includes the following:

- **Physical abuse:** intentional (non-accidental) physical injury to a child
- **Physical neglect:** failure on the part of the child's caretaker to provide adequate food, clothing, shelter, or supervision
- **Emotional mistreatment:** belittling and rejecting the child; not providing a positive emotional atmosphere
- **Sexual abuse:** sexual exploitation of a child done for the sexual gratification of the offender or another person

Scriptural Basis:

"Avoid every kind of evil" 1 Thessalonians 5:22

“But among you there must not be even a hit of sexual immorality...because these are improper for God's people." Ephesians 5:3

“But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea." Matthew 18:6

A. State Child Abuse Policy

It is expected that workers in schools, social programs, and medical institutions will report suspected cases of child abuse or neglect and circumstances that may result in abuse or neglect. New York State's Child Abuse and reporting policies shall be kept on file in the offices of Maranatha Bible Chapel, and church leaders are expected to be familiar with the policy.

B. Maranatha Bible Chapel Child Protection Policy

Maranatha Bible Chapel will comply with all applicable New York State reporting policies. In cases where individuals are not required by law to report suspected incidents of child abuse, there is still a moral responsibility to do so. It is not a breach of confidence to disclose such information or for appropriate steps to be taken in response to allegations of child abuse or neglect.

Church leaders have double accountability before God to be aware of the responsibility the church has in defending and protecting one of God's little children. Church leaders should also desire to protect the parents as much as is legally possible from undue interference by outside authorities into their family, when the parents are suspected of child abuse. However, the health and safety of the child is the highest priority and supersedes any protection given to the parents. Therefore, church leaders need to follow the principles of submitting to governing authorities (Romans 13:1), while at the same time helping parents to exercise discipline that is consistent with scripture.

Who must report. Any person who has reasonable cause to believe that a child or developmentally disabled adult has suffered abuse or neglect shall report such incident, or cause a report to be made within 24 hours to the Senior Pastor of the church. In the event that the Senior Pastor cannot be reached, the report should be made to the Chairman of the Board of Elders. In cases where neither the Senior Pastor nor chairman can be reached, reports should be made to an Associate or Assistant Pastor. All reports will be kept confidential and only those directly involved will be informed.

Response/Follow-up Procedure. In cases where the child is not in immediate danger, the parents will be interviewed by a team of three members made up of the Senior Pastor or his designee, an elder, and the person that made the initial report (this person may choose not to participate in the interview if they do not want their identity disclosed). When the team has evaluated the information and has made the determination that there is reasonable cause to suspect a case of child abuse, then Child Protective Services should be contacted. Although not required, the Senior Pastor may wish to inform the parents of such action.

In cases where a person has reasonable cause to believe a church staff person or volunteer is involved in behavior that could be abusive, a team of three members made up of the pastor, an elder, and the person that made the initial report shall conduct an interview as described above. Immediate suspension shall result when staff member is suspected of child abuse and reasonable evidence exists as to his/her alleged involvement, until a complete investigation and decision has been made. Again, this team shall determine by the results of the interview and investigation whether to involve a law enforcement agency. The District Superintendent shall be informed immediately of all cases when a pastoral staff person is suspected of child abuse.

Church discipline. If it is found that child abuse by a worker, paid or volunteer, has taken place, the church will practice discipline according to Matthew 18:15-17. When a member of the pastoral staff has been involved in child abuse, the district office will follow the procedures under "Uniform Policy on Discipline and Appeal" as found in the Manual of the Christian and Missionary Alliance. The church should ask the Child Protection Agency if it could assist with the hurting family. The church should maintain frequent communication and supportive relationships with those suspected or guilty of child abuse as long as these persons exhibit a willingness to listen, repent and look to Christ for forgiveness and help. This does not exclude the need for hurting individuals to receive professional counseling.

Parental Permission and Release - Off-site Church Activity

Maranatha Bible Chapel intends that parents/guardians be as fully informed concerning church sponsored off-site activities, events, and outings, as well as those on-site activities and ministry leadership as is reasonably practical. Church leadership approves ministry activities in advance thereof. Publication of ministry calendars and/or schedules, church bulletin inserts or articles, and church newsletter (Messenger) items provide the ordinary means of communication concerning such activities, dates, times, locations, and other appropriate details. Parental notification is therefore deemed to have been given. Specific parental permission for each and every off-site event is not sought, except for previously unannounced activities (less than seven (7) days notice), for which release is hereby provided in Section 2. (See below).

No individual will be transported in any vehicle in excess of either: the number of passengers rated for that vehicle; or the number of seat belts for which such vehicle is equipped. Seat belt use is mandatory at all times that the vehicle is moving.

Maranatha Bible Chapel shall not be held responsible in any way for what occurs relative to non-church sponsored activities or events. Further, it is understood that every reasonable precaution will be taken for the safety and well-being of my child, but in the event of accident or sickness, Maranatha Bible Chapel, its staff, and its volunteers are hereby released from any liability.

NOTE: Attendance at church sponsored off-site events will NOT be permitted without parental or guardian completion of this form AND APPENDIX I - Medical History and Release Form.

SECTION 1 – PERMANENT PARENTAL/GUARDIAN PERMISSION TO ATTEND PREVIOUSLY ANNOUNCED CHURCH SPONSORED OFF-SITE OUTINGS, EVENTS, AND ACTIVITIES

_____ (Name of child under the age of eighteen (18), or developmentally disabled adult) is permitted to attend church sponsored ministry events, outings, and other church sponsored off-site activities, provided; that such activities have been previously announced by at least seven (7) days prior to the activity.

Signature of Parent/Guardian
Date

Name Printed

+++++
SECTION 2 – SPECIFIC, ONE-TIME, PARENTAL/GUARDIAN PERMISSION TO ATTEND A PREVIOUSLY UNANNOUNCED CHURCH SPONSORED OFF-SITE OUTING, EVENTS, OR ACTIVITY

_____ (Name of child under the age of eighteen (18), or developmentally disabled adult) is permitted to attend the following church sponsored ministry event, outing, or other church sponsored off-site activity, for which advance official notice by bulletin, calendar, newsletter or similar, has not been provided (less than seven (7) days prior to the activity).

Activity	Date	Time from/to
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Location	Phone Number
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Leaving from Approximate time	Time	Returning to
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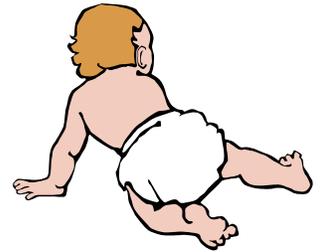
Other appropriate details

Adult Leadership and Assistant(s)

Signature of Parent/Guardian	Name Printed	Date
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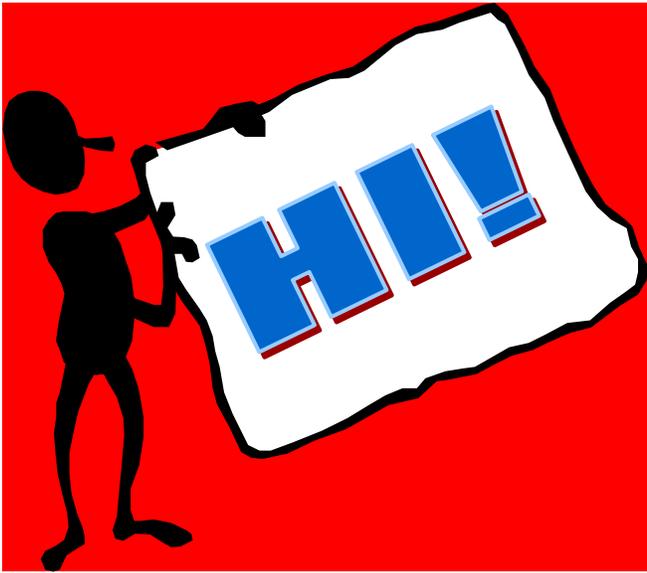


Diaper-Changing Procedure



1. Put on gloves.
2. Place clean paper towel or wax paper on changing pad.
3. Place baby on changing pad.
4. Removed soiled diaper and place in plastic bag.
5. Clean diaper area with wipes.
6. Put used wipes in plastic bag.
7. Follow parents' instructions concerning use of ointments, powder, etc.
8. Put clean diaper on baby.
9. Have another nursery volunteer remove baby from changing area.
10. Remove paper towel or wax paper and put in plastic bag.
11. Remove gloves without touching the exterior surface and put in plastic bag.
12. Tie bag and dispose in trash.
13. Wash your hands.

NOTE: Each diaper change requires a new pair of gloves!



PLEASE WASH YOUR HANDS!

- ☞ Use warm water.**
- ☞ Use soap!**
- ☞ Rub hands together to make lather.**
- ☞ Wash fronts, backs, and between fingers.**
- ☞ Wash for at least 20 seconds.**
- ☞ Dry hands with a disposable towel.**
- ☞ Turn off faucet with the towel.**
- ☞ Dispose of towel in appropriate receptacle.**

The Occupational Safety and Health Administration's (OSHA) Final Rule for Occupational Exposure to Blood-Borne Pathogens (29 CFR 1910.1030) became effective nationwide on March 6, 1992. OSHA authority includes private sector employers who employ one or more employees, so this includes churches. Substantial fines can be levied against employers who do not comply with OSHA standards. Although this OSHA mandate applies to employers and employees specifically, we feel it is important to include these procedures in all areas of the church. Instituting a blood-borne pathogen policy will mean extra paperwork and record keeping, training of volunteers and purchasing of appropriate supplies. However, the benefits of this policy will outweigh any difficulties, and will ensure a much safer ministry environment for students and volunteers.

Please review the document entitled "Responding to OSHA's Final Rule for 'Occupational Exposure to Blood-Borne Pathogens,'" (see Safe Place Appendix L). Also review the "Excerpt from: 'Clarification of the Standard on Occupational Exposure to Blood-Borne Pathogens, 29 CFR 1910.1030'" (see Safe Place Appendix M). These appendices will provide necessary information to assist your understanding of blood-borne pathogen issues, will guide your church's formation of policies and I will give information needed to train volunteers.

Definition of Terms –

1. A blood-borne pathogen is any microorganism or virus found in blood and other body fluids (urine, feces, vomit, semen, vaginal secretions) that can cause disease. The primary concerns with blood-borne pathogens are with HIV (which causes AIDS), HBV (which causes hepatitis B) and HCV (which causes hepatitis C).
2. Standard precautions are hygienic measures used to inhibit the spread of blood-borne pathogens. All blood and body fluids should be treated as a source of contamination and infection.
3. Occupational exposure is defined as the likelihood of skin, eye, mucous membrane or parenteral (skin-penetrated) contact with blood or body fluids.

Develop a Written Plan. An exposure control plan should include:

- identification of employees (volunteers) with high-risk tasks;
- records of hepatitis B vaccinations;
- procedures for implementing standard precautions;
- exposure incident reporting and follow-up; and
- training

Identify Occupational Exposure. Most church employees and volunteers will have a possible risk of exposure. These people include teachers, child-care workers and custodians. The church is required to provide training and post-exposure hepatitis B

vaccinations for employees in the event an exposure occurs. Similar considerations may be provided for volunteers as well.

Train Volunteers. All volunteers should receive training in the basic knowledge of blood-borne pathogens and in the logic behind church policy concerning such issues. This is a crucial step in helping them to understand why they should follow new procedures. The new procedures (i.e., diaper-changing procedures) should be explained and demonstrated. Safe Place Appendices L and M will provide ample information for the formulation of training materials on blood-borne pathogens. Infectious disease kits provide volunteers with the equipment to respond confidently, quickly, and safely to accidents involving body fluids. These kits are a simple solution to providing standard precautions. A kit should be placed in each classroom, activity area and church-owned vehicle.

Responding to an injury or illness.

1. Separate the injured or ill student from other children.
2. Isolate the area where any blood or body fluid may have dropped on carpet, toys, chairs, etc.
3. Keep other students from having contact with the body fluid.
4. Locate the infectious disease kit and put on vinyl gloves.
5. Attend to the student as needed using contents of the infectious disease kit.
6. Clean the room following standard precaution guidelines. This is best accomplished by a custodian.
7. Place all soiled gauze, bandages and wrappers into the zip-closure bag. Remove vinyl gloves and place into the bag. Seal and dispose of the bag in a plastic-lined trash container.
8. Wash hands carefully with soap and warm water.

Housekeeping

Nursery/Classrooms

1. All changing table surfaces, toys, cribs, tabletops, etc., must be cleaned with a disinfecting solution at the conclusion of each session. Develop and post a diaper-changing procedure
2. Custodial Cleaning - Proper cleaning practices using appropriate-strength cleaning agents and/or chlorine bleach are required. A variety of job-appropriate cleaners can be found by contacting a janitorial supply company.

Appendix J

Responding to Allegations of Abuse; Procedural Response

A. BE PREPARED IN ADVANCE

Realistically, no practical prevention strategy is 100 percent effective. An accusation of abuse could occur in any church. Because of this possibility, every church needs to develop a plan or strategy to respond to such an allegation. The church should not try to navigate a crisis situation without a compass to guide it. Wrong actions in response to an allegation of abuse could magnify the pain and liability inherent in such a case. An effective response strategy recognizes the following underlying principles:

1. All allegations need to be taken seriously.
2. Situations must be handled forthrightly, with due respect for an individual's privacy and confidentiality.
3. Full cooperation must be given to civil authorities under the guidance of the church's lawyer.
4. Appropriate care must be shown for the well-being of alleged victims.
5. The alleged victim should not be held responsible in any way.
6. The church's insurance agent should be contacted immediately.

B. CREATE A RESPONSE PLAN

In light of the above principles, a thorough response plan should be developed. If possible, it should be reviewed with the church's lawyer and insurance agent.

1. Maintain Adequate Records

Always have adequate records of volunteer workers' applications, references and screening forms. They should be up-to-date and accessible. Records should be kept at least five years after the conclusion of a person's volunteer ministry.

2. Select a Spokesperson

Designate a specific spokesperson for the church. If allegations of abuse occur, this person should be able to speak to the media and the congregation in a discreet, informed, truthful and diplomatic way. Everyone involved in the ministry of the church should know who this person is and should not attempt to respond to allegations themselves. All inquiries should be referred to the appointed spokesperson. The media will most likely want to interview church leaders, but these individuals might not have experience in responding to such inquiries. Conflicting and contradictory statements can be reported, and the public could develop a negative impression of the church. These potential problems can be avoided if only one person is designated to speak for the church.

3. Know Your Reporting Obligations

Know your state's reporting requirements. States differ in terms of behaviors that should be reported and who is obligated to report suspected abuse. This information is available

from the Department of Health and Human Services, a lawyer's office or local law enforcement agencies. In addition, the church will need to determine which local agencies are responsible for investigating possible abuse.

4. Use a Reporting Procedure

Develop a clear reporting procedure for all programs that work with students (see chapter 5 for the section on reporting procedures). Workers should be instructed as to what behaviors should be reported and to whom they should report. Workers should be assured that state law protects them from liability when they report actual or suspected abuse, so long as they do not act maliciously.

5. Prepare a Position Statement

Develop a clear position statement regarding child abuse, including the policies and established safeguards. This statement can be released if an allegation of abuse occurs. Having a carefully prepared statement is better than making no comment. This is an opportunity to influence public opinion positively by emphasizing an awareness of the problem of child abuse, a concern for victims and the extensive steps the church has taken to reduce the risk and provide a safe place for students. Let the media know that the church takes the risk of child abuse seriously and that the church has acted responsibly. Describe all the precautions the church has taken and the policies the church has implemented. This is no time for silence or "no comment." Do not surrender the pulpit to those who will criticize and condemn the church. Here is an example of such a statement:

"It is always tragic when children are abused or exploited. Maranatha Bible Chapel is aware of the ever-growing nature of child abuse and the harm that is done to the victims. We have taken every precaution to protect the students entrusted to our care. Our paid staff and volunteers are carefully screened before beginning ministry in our church. Training occurs to inform our ministry staff about the various policies implemented to provide for the safety of our students. We have also reviewed with our staff what to watch for and how to report any suspicious behavior relating to the abuse of students. We are distressed by any accusation of child abuse. We will do everything in our power to address this situation. For the welfare of those involved, all information has been directed to the Department of Health and Human Services."

Be prepared to explain the specific precautions, the screening process and the training that the church utilizes to provide a safe and secure environment.

6. Don't Engage in Denial, Minimization or Blame

Many churches, when confronted with an allegation of abuse, respond in one or more of the following ways:

- A. Deny that the incident occurred despite clear evidence to the contrary.
- B. Acknowledge that the incident occurred, but minimize it. For example, a church leader may say, "It only happened once," or "It wasn't that serious."
- C. Blame the victim or the victim's family.

These responses are all inappropriate and should be avoided.

7. Use a Lawyer

Always have the church's lawyer present while answering any investigative questions from the police or social service agencies. The accused should follow the same procedure with his or her lawyer.

8. Don't Be Accusatory

Avoid spelling out the details of an accusation in a public interview.

9. Work with Denomination and Insurance Company

Contact the denominational office and obtain information about the specific guidelines and procedures it endorses. Work closely with an insurance company.

C. WHEN AN ALLEGATION OCCURS

In the case of an actual allegation, follow these guidelines:

1. Immediately record the facts of the incident (i.e., persons present, phone calls, correspondence, etc.)
2. Document all of the church's efforts at handling the incident.
3. Report the incident immediately to the church's lawyer, insurance agent and denominational officials. Don't try to handle this without professional outside assistance. The accused should do the same.
4. Following the guidance of the church's lawyer, contact the proper civil authorities. Don't attempt an in-depth investigation. This should be left to professionals who are familiar with these cases.
5. Take the allegations seriously and reach out to the victim and the victim's family. Showing care and support helps to prevent further hurt. Extend whatever pastoral resources are needed, and remember that the care and safety of the victim is the first priority. Don't prejudge the situation. In some instances, churches have responded in a negative or non-supportive manner to the alleged victim. This type of response can increase the anger and pain of the victim and the victim's family. Future reconciliation will be more difficult and the possibility of damaging litigation increases.
6. Treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his or her duties until the investigation is finished (see Galatians 6:1-2).
7. Use the text of the prepared public statement to answer the press and to convey news to the congregation. Be careful to safeguard the privacy and confidentiality of all involved.

ACCIDENT AND INJURY REPORT FORM

Date of Injury: _____ Time: _____ AM PM

Name of Injured Person: _____ Age/DOB: _____

Address: _____

Telephone _____

Name of parent(s)/guardian(s), if injured person is a minor: _____

Employer: _____

Does the injured party have medical insurance? Yes No

Name of medical insurance company: _____

Injured's relationship to Maranatha Bible Chapel:

Member Adherent Visitor Employee Other _____

INJURY INCIDENT

Explain the details of the injury (how did it happen, where did it occur): _____

Who was responsible for supervision at the time of the injury? _____

Where there other children or adults involved? Yes No

If yes, how? _____

Name of Witness: _____ Telephone: _____

Name of Witness: _____ Telephone: _____

RESPONSE

If a minor, was a parent/guardian notified? _____

Were medical personnel consulted or notified? Yes No

If yes, note name, qualifications and treatment given, if any: _____

Was the injured taken to the hospital? Yes No

If yes, hospital name: _____

Why and who transported: _____

Signature: _____

Position: _____

Date Report Filed: _____

Medical History and Release Form

I/we, being the parent(s) or legal guardian(s) of the below named child under the Age of 18 or developmentally disabled adults, understand that hospital policy requires parental permission before treatment. I hereby give my permission to a representative of Maranatha Bible Chapel to administer medication as identified below (see #3) and to act in my/our behalf in authorizing unexpected medical, dental, surgical care and hospitalization during events, outings, and other church sponsored activities. This document shall be presented to a physician, dentist, or appropriate hospital representative at such time as such care may be required. This instrument shall remain effective until revised or withdrawn. *Parents will be notified immediately of any medical emergency.*

Student's Name: _____ Date of Birth: _____

Address: _____ Phone: (____) _____

Parent(s)/Guardian(s) Names: _____

Address (if different from child's): _____

Physician Name _____ Address _____
Phone _____

Insurance Company: _____ Policy or ID #: _____

1. Is your child allergic to:

_____ bee stings _____ pollens _____ drugs/medications
_____ hay, straw

_____ penicillin _____ other explain:

2. Does your child have any life- threatening allergies? ____ Yes ____ No If yes, to what?

3. Is your child bringing any medication with him/her? (Note: The term "medication" includes aspirin and other non-prescription pain relievers, medicated powders, ointments, and lotions)

____ Yes ____ No If yes, please list and state dosage.

PLEASE NOTE: Medication should be in its original prescription bottle/package, which should have administration instructions and the child's name clearly indicated. Parents are strongly encouraged to administer medications prior to taking children to classes or events. Medications are NOT administered by volunteer staff except in an emergency. Except for medications listed herein, children are not permitted to possess or take medications.

4. Does your child have any physical, emotional, mental or behavioral concerns or limitations that our staff should be aware of? ____ Yes ____ No If yes, please explain:

_____ 5. Has your child ever had:

_____ seizures ____ asthma ____ diabetes ____ homesickness ____ heart disease
____ other _____

6. Date of last tetanus shot: _____

Signature of Parent/Guardian: _____

Date: _____

Emergency Phone: () _____

Contact person if parent/guardian unreachable: _____ Relationship:

_____ Phone: _____



Maranatha Bible Chapel
of the Christian and Missionary Alliance
 774 Sing Sing Road • Horseheads, NY 14845 • 607-739-7168 • FAX 607-739-3333

APPENDIX A - VOLUNTEER PERSONNEL FORM
Application for Work with Children, Youth or Adults

This form is to be completed in ink by any applicant for a volunteer position within/involving Maranatha Bible Chapel ministry to and with individuals at all age levels. Your cooperation will assist church leaders in their efforts to provide a secure environment for you as a volunteer as well as the children, youth and adults who participate in our ministry programs and use our facilities.

Your responses will be maintained **as privileged information at the staff level; files will NOT be shared with any individual or organization seeking a reference from Maranatha**. There may be circumstances where such information may be provided on a "need to know" basis to individuals working with our ministry and to other individuals in order to evaluate your application and/or to comply with applicable legal requirements. **It is the intent of Maranatha Bible Chapel to limit the background checking to criminal and/or sexual.**

Date _____

PERSONAL DATA

Name _____

Social Security Number _____ - _____ - _____

Telephone _____

Address: _____

City, State, Zip _____

Date of Birth: _____

Marital Status:

Single Married Divorced Widowed _____

SPIRITUAL HISTORY

How long have you attended Maranatha Bible Chapel? _____

Are you a member? Yes No

If not, are you willing to attend a membership class? Yes No

Do you attend regularly (two or more services a month?) Yes No

In a brief paragraph, please describe your spiritual journey, including when you received Christ as your Savior: _____

Have you been baptized? Yes No

Have you taken any courses or received any training that would equip you for Christian ministry? If so, please list: _____

MINISTRY HISTORY

Please list the churches you have regularly attended and the ministry organizations in which you participated within the last five years:

1. Name _____
Address _____
Telephone _____
Dates Attended: _____

2. Name: _____
Address: _____
Telephone: _____
Dates Attended: _____

3. Name _____
Address _____
Telephone _____
Dates Attended: _____

4. Name _____
Address _____
Telephone _____
Dates Attended: _____

Please list present and previous ministry experience in the churches or organizations listed above: _____

QUALIFICATIONS AND AVAILABILITY FOR SERVICE:

Briefly share your motivation for wanting to serve in the ministries of this local church:

When are you available for service?

- During Building/Equipping Time (9:00 AM – 9:45 AM) During Student Ministries (5:00 PM – 7:30 PM)
- During Church Services (10:00 – 11:15) Other Events as Needed

Describe any condition or limitation that might restrict or prevent you from performing certain activities involved in the volunteer position for which you are being considered (i.e., lifting, handling an emergency, driving, medical or physical limitations)

What type of ministry do you prefer? Please circle all categories that apply:

AGE LEVEL

Nursery (0-2 years)
Early Childhood (3-4 years)
Elementary (5-10 years)
Students (11-18 years)
Young Adult (18-35)
Adult
Senior Adult
Other: _____

MINISTRY INTEREST

Teaching
Teaching Assistant
Administration
Music
Disabilities Ministries
Arts, Crafts
Games, Activities, Drama

MINISTRY PROGRAM

Bible Teaching
Children's Church
Youth Group
Small Groups
Small Groups for Children
Summer Ministries
Nursery

LEGAL QUESTIONNAIRE

1. Do you practice a sexually pure lifestyle as taught in the Scriptures? I.e. if you are single, are you practicing abstinence? If you are married, are you remaining faithful to your spouse?
 Yes No

2. Do you have, or have you had any drug, alcohol, or substance abuse problems?
 Yes No
If yes, please explain _____

3. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? Yes
 No
If yes, please attach a statement or explanation including nature of offense, date, court where conviction was entered and any other relevant information.

4. Have you ever been convicted of a sexual offense, offense relating to children or crime of violence? Yes No
If yes, please attach a statement or explanation including nature of offense, data, court where conviction was entered and any other relevant information.

5. Have you ever been reported to, or had a proceeding pending before a social services agency, law enforcement authority, child abuse registry or similar organization regarding abuse or misconduct involving children? Yes No
If yes, please explain, if allegations were founded or unfounded _____

6. Have you had any painful experience (personal abuse in any form) that has better equipped you, or may hinder you from a productive ministry? Yes No
If yes, please explain _____

7. Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment or other immoral behavior or conduct involving children or adults?
 Yes No
If yes, please explain _____

8. Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you, including but not limited to a license to provide child care or similar services?
 Yes No
If yes, please explain _____

9. Have you ever been the subject of any disciplinary action, transfer or dismissal, or been named as a defendant in a civil lawsuit, as a result of an accident or mishap involving children? Yes No
If yes, please explain _____

10. Have you ever been subject of any disciplinary action (including discharge) or investigation by a church, religious or other organization or by an employer?
 Yes No
If yes, please explain _____

PERSONAL REFERENCES – NOT RELATIVES

- 1. Name _____
 Address _____
 Telephone _____
 Relationship _____

- 2. Name _____
 Address _____
 Telephone _____
 Relationship _____

- 3. Name _____
 Address _____
 Telephone _____
 Relationship _____

It is desirable that all teachers be members of the local church; if they are not, they must be in full harmony with the doctrines and principles of Maranatha Bible Chapel. See Appendix G.

APPLICANT’S STATEMENT

The responses I have provided in completing this application form are complete, truthful and accurate. I hereby authorize Maranatha Bible Chapel (hereunto referred to as “the Church”) to make inquires concerning my background in connection with evaluating the information I have provided on this form and in the application process, including a criminal records check if deemed necessary by the Church. I hereby authorize all persons associated with me, including churches, employers, law enforcement agencies, licensing and social services agencies, to release any information contained in their files or records concerning me to the Church and its representatives.

In consideration of the receipt and evaluation of this application form by the Church, I hereby release Maranatha Bible Chapel and their directors, employees, agents, representatives and any other person or organization, including record custodians, that may release information concerning me, 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 inquires concerning by background and any disclosures of information concerning me to Maranatha Bible Chapel.

I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS OF IT, AND I SIGN THIS RELEASE AS MY OWN FREE AND VOLUNTARY ACT.

I understand that my service with the Church shall be volunteer service. In addition, my volunteer service shall be at-will and the Church shall be entitled to terminate my services at any time, with or without cause or advance notice. I understand and agree that I am not an employee of the Church and that I have no expectation of future employment. As a volunteer, I have no entitlement to or expectation of compensation, health insurance or other employee benefits, or unemployment or worker’s compensation insurance benefits.

I affirm that I will strictly comply with all policies and procedures of Maranatha Bible Chapel including but not limited to its Safe Place Plan, of which this application is a part. If at any time I find that for any reason I am unable to support the vision, policies, procedures or doctrine of this Maranatha Bible Chapel, I will resign my volunteer position. I understand and agree that failure by me to abide by such policies and procedure may result in my immediate dismissal, or in disciplinary action, all at the discretion of the Church. I will report any known or suspected child abuse or other violation of policy to the senior pastor, a member of church staff, or an elder.

Applicant’s Signature _____ Date _____

Applicant’s Name (please print) _____