



CHILD PROTECTION POLICY

STATEMENT OF INTENT

- The Session of Downtown Presbyterian Church (“DPC”) has enacted and approved this Child Protection Policy (the “Policy”) effective August 20, 2018. Updated and approved June 2023.
- The Session, members, and Staff of DPC recognize that our Children and Youth are entrusted to the care of adults, including but not limited to Regular Volunteers, Occasional Volunteers, and Compensated Workers who may lead church-related or church-sponsored programs and activities both on and off DPC property.
- The Session, members, and Staff of DPC are committed to maintaining an environment in which Minors are protected from Abuse, and in which church staff, compensated workers, and volunteers are protected from potential false allegations of Abuse.
- To achieve the goals of preventing either incidents of Abuse or the unfounded assertion of such conduct, DPC has developed appropriate procedures to be followed in the following areas:
 - ◆ The screening and selection of workers involved in the supervision or custody of Minors;
 - ◆ Orientation and training of approved workers;
 - ◆ Supervision of these workers by trained leadership;
 - ◆ Reporting of and responding to any incident and any and all allegations of Abuse of a Minor.

This Policy is intended to protect minors from abuse in church-sponsored events and while on church premises. The general policy and procedures shall apply to all Compensated Workers, Staff, Volunteers, church members, visitors, and guests. As situations arise in the future which are not adequately covered by a specific procedure or policy, this Policy may be revised and/or reviewed or modified by the Session of DPC.

THIS POLICY IS NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT FOR A DEFINITE PERIOD OF TIME BETWEEN DPC AND ANY EMPLOYEE. ALL STAFF AND COMPENSATED WORKERS ARE TERMINABLE AT-WILL.

DEFINITIONS

ABUSE: Any Sexual Abuse, Physical Abuse, Emotional Abuse, Spiritual Abuse, and Neglect as defined in this Policy.

DPC: Downtown Presbyterian Church.

MINOR: Any person under 18 years of age involved in programs provided at or sponsored by DPC.

“REGULAR” VOLUNTEERS: Any volunteer member who serves in a DPC ministry to Minors four or more times in a three-month period. Regular Volunteers may include but are not limited to Sunday School teachers, Nursery coordinators, Children’s coordinators, and Youth leaders. Regular Volunteers agree to submit to the leadership and government of DPC as it pertains to their service.

“OCCASIONAL” VOLUNTEERS: Any volunteer member who serves in some capacity in a DPC ministry to Minors less than four times in a three-month period. This may include but is not limited to members who periodically serve in Nursery and Children’s Church or help with a Youth event. Occasional Volunteers agree to submit to the leadership and government of DPC as it pertains to their service.

COMPENSATED WORKER: Any worker (employee or independent contractor) who is paid by DPC and/or contracts with an entity who is paid by DPC and serves in any DPC ministry to Minors (including Staff). Compensated Workers who are not members of DPC agree to submit to the leadership and government of DPC as it pertains to their service.

STAFF: Part-time and full-time DPC employees, including but not limited to administrative staff employees, pastoral staff, and other similarly situated employees.

SEXUAL ABUSE: Sexual Abuse is defined as any teacher, worker or other person or caretaker who has or is involved with the care of a Minor who commits, permits or encourages the commission of any sexual act, touching, or contact, vaginal intercourse, other sexual gratification, the obscene or pornographic photographing, filming, or depicting of a Minor in such, or any other offense against public morality and decency, by, with, or upon a Minor, or who commits, permits or encourages any act or prostitution with or by a Minor. Sexual Abuse may be defined as physical contact with a sexual or intimate part of the body, or other forms of sexual activity, conducted without consent, or engaged in for the purpose of sexual gratification or to degrade or Abuse or as otherwise defined by applicable local, state or federal law.

PHYSICAL ABUSE: Physical Abuse is defined as any non-accidental physical injury (ranging from minor bruises to severe fractures or death) as a result of physical contact including, but not limited to, punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a Minor, that is inflicted by any person who has responsibility for the Minor or as otherwise defined by applicable local, state or federal law. Such injury is considered Abuse regardless of whether the caregiver intended to hurt the Minor.

EMOTIONAL ABUSE: Emotional Abuse is defined as acts toward a Minor that causes or have a substantial likelihood of causing harm to the Minor’s physical, psychological, social, spiritual, or moral development. Emotional Abuse might include, but is not limited to, patterns of: restricting a Minor’s movement; discrimination; blaming; belittling, denigrating, ridiculing, or humiliating; threatening or scaring; unrealistic expectations or demands; other non-physical forms of hostility or bullying, or as otherwise defined by local, state, or federal law.

NEGLECT: Neglect is the continued failure to provide a Minor with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention, or adequate supervision, to the extent that the Minor's health, safety, and/or development is, or is likely to be, jeopardized or as otherwise defined by local, state, or federal law. Neglect can also occur if a person responsible for the care of a Minor fails to adequately ensure the safety of a Minor where the Minor is exposed to extremely dangerous or life-threatening situations.

SPIRITUAL ABUSE: Spiritual Abuse is Abuse administered under the guise of religion. Examples include: use of religious ideology, precepts, tradition, or sacred texts to harm a Minor; compelling a Minor to engage in religious acts against his or her will; Abuse that occurs in a religious context; Abuse perpetrated by a religious leader; invocation of divine authority to manipulate a Minor into meeting the needs of the Abuser.

POLICIES AND PROCEDURES

- ❖ DPC is subject to applicable South Carolina law regarding the protection of Minors and intends to follow applicable law. Nothing in this Policy is intended to supplant or otherwise contradict or supersede applicable law.
- ❖ DPC will seek to prevent the Abuse of Minors. DPC intends to use preventive measures such as screening, training and supervision of Volunteers and Compensated Workers as defined in this Policy and any other custodians of Minors at DPC or involved in programs or events sponsored by DPC.
- ❖ It shall be the responsibility of the DPC Staff member accountable for any DPC program that involves Minors to ensure that this Policy (and applicable procedures) is implemented within those programs and activities to reduce the risk of Abuse. The specific circumstances of each program shall be considered in the development of those program-specific practices.
- ❖ The DPC Session shall appoint a member of the DPC pastoral staff to have particular oversight of all DPC Children's ministries (the "DPC Pastor Overseeing All Children's Ministries"). While the DPC Pastor Overseeing All Children's Ministries may delegate implementation of some portions of this Policy to appropriate DPC Staff responsible for particular DPC Children's ministries, the DPC Pastor Overseeing All Children's Ministries shall have the ultimate responsibility to ensure that this Policy is properly implemented and followed.
- ❖ Absent specific written approval of any requested exception, third parties, entities or other organizations that use DPC facilities in any way that involve Minors must abide by the DPC Building Use Policy and this Policy or other similar policies and procedures associated with such use required by DPC. While DPC is not liable for and may not have ultimate responsibility for incidents involving Minors on DPC premises for non-DPC sponsored events or programs, DPC intends that all Minors be free of any Abuse while on DPC premises or DPC property.

TRAINING

1. All Regular Volunteers and Compensated Workers shall be given a written copy of this Policy. They will be asked to read and abide by this Policy as a condition of their work and service at DPC and shall be required to acknowledge this Policy in a form approved by DPC before serving in any area of DPC Children's Ministry.
2. All Occasional Volunteers shall have access to this Policy and be requested to follow and abide by this Policy. Staff responsible for specific Children's Ministry programs shall make sure that this Policy is distributed to and received by Occasional Volunteers on a regular basis. This Policy shall be posted on the DPC website and hard copies shall be readily available on-site in appropriately designated areas on DPC premises. Occasional Volunteers shall be invited to periodic trainings provided under this Policy.
3. Information and instruction concerning the Policy and Abuse involving Minors shall be offered periodically, and at least annually, at DPC. The following goals will be addressed:
 - ◆ Protection of Minors in DPC programs and activities.
 - ◆ Protection of all Volunteers and Compensated Workers and from exposure to "high risk" situations and false accusations.
 - ◆ Awareness of the signs and symptoms of Abuse.
 - ◆ Understanding of the reporting procedures and the procedures for responding to incidents/reasonably suspected incidents of Abuse.
 - ◆ Proper implementation of and execution of this Policy.
 - ◆ This information and instruction is required training for each new Regular Volunteer and Compensated Worker involved with Minors at DPC.
4. Training sessions to update and refresh Regular Volunteers and Compensated Workers shall be provided annually in conjunction with this Policy's renewal requirements.

SCREENING

1. All Staff, Regular Volunteers and Compensated Workers (a) must complete the application and screening process set forth in this Policy in order to commence or continue service in ministry to Minors at DPC; and (b) may also be required to go through an annual or periodic renewal process from time to time as determined by DPC.
2. All Regular Volunteers at DPC shall be members of DPC.
3. All new Regular Volunteers and Compensated Workers shall complete an application that will request, among other things, references and questions concerning Abuse. The application will be submitted to the DPC Staff person responsible for the particular Children's ministry and the DPC Pastor Overseeing all Children's Ministries.
 - a. Application files for all Regular Volunteers shall be maintained by DPC and shall include the application and the results of any investigations or inquiries made pursuant to an applicant's responses on these forms.
 - b. The personnel and/or worker files of all Compensated Workers shall include the application and the results of any investigations or inquiries made pursuant to an applicant's responses on these forms.
 - c. Any hard copies of these files shall be maintained in a locked and/or otherwise secured area. Electronic access to these files shall have appropriate password or passcode protection.
 - d. DPC intends to limit access of background screening files to the DPC Pastor Overseeing All Children's Ministries and the Nursery and Children's Ministry Directors and, if deemed necessary, the DPC Senior Pastor, Session members, and their delegates, but only after reminders and acknowledgements to keep such information confidential and on a need-to-know basis.
4. DPC intends to conduct specific and effective background screening for all Staff, Regular Volunteers, and Compensated Workers. DPC retains the right to use whatever screening measures it deems appropriate, but the current screening procedures are as follows:
 - a. Initial SLED background checks (via on-line websites) on Regular Volunteers, Compensated Workers, and Staff.
 - b. Further legal and criminal background screening by an independent, fee-based service approved by the church insurance company.
 - c. DPC may conduct reference checks as it deems appropriate on a case-by-case basis.
 - d. All Compensated Workers are required to complete all screening processes prior to the first day of service in their capacity as a Compensated Worker.
 - e. Any company or third party retained to provide Compensated Workers to DPC must provide proof of a robust background and screening process. Any Staff member retaining such a third party to provide Compensated Workers must obtain approval of the Pastor Overseeing All Children's Ministries before hiring or entering into a contract for such services.
5. The DPC Pastor Overseeing All Children's Ministries shall oversee and ensure that all of these screening procedures are implemented, but may delegate the implementation of screening procedures to appropriate Staff members in charge of particular programs (i.e., DPC Nursery Director, Youth Director, Children's Director). The DPC Church Executive and the Chair of the Personnel Committee shall oversee the screening of the DPC Pastor Overseeing All Children's Ministries.

6. Adult survivors of Abuse need the love and acceptance of the family of DPC. Individuals who have such a history may desire to seek an exemption from serving in ministry to Minors. This may be discussed with the DPC Pastor Overseeing All Children's Ministries, other Elder, or Deaconess
7. Adults who have been convicted of any Abuse are not permitted to serve as a Regular Volunteer, Occasional Volunteer, or Compensated Worker or have any other supervisory role over Minors at DPC and must follow the law of the State and Federal governments with respect to any restrictions that may apply. DPC reserves the right to prohibit or limit the service of any Regular Volunteer, Occasional Volunteer, or Compensated Worker as it deems appropriate based on the application process and/or the result of background screens.
8. Occasional Volunteers who have not undergone these screening procedures may serve only in the presence of and under the direct supervision of a Regular Volunteer or Compensated Worker who has been screened and approved.

SUPERVISION

1. All Regular Volunteers, Occasional Volunteers, and Compensated Workers should observe the “two adult rule,” which requires any person directly working with or serving Minors in a DPC sponsored program or on DPC premises to be accompanied by another adult. The “two adult rule” should be followed whenever possible.
2. Rooms used in any Children’s programs at DPC that have both adults and Minors present should be accessible (unlocked doors) and have open visibility (a window in the door or the door left wide open).
3. The “two adult rule” must be strictly adhered to in areas considered to be a High Isolation Setting. A “High Isolation Setting” is any DPC room with a door that closes or any area that is not in actual plain view of *and* accessible to other DPC adults or the general public. Examples of High Isolation Settings include, but are not limited to, any staff offices or the staff hallway meeting space, the adult education spaces on the third floor, and the chapel if the doors are closed.
4. Staff who meet with Minors one-on-one or any other exception to the “two adult rule” is acceptable ONLY if it is not considered a High Isolation Setting OR if parental permission is received in advance.
5. The DPC Pastor Overseeing All Children’s Ministries and/or other Staff (or their designees) shall make periodic and regular unannounced visits to scheduled classes or small group situations involving Minors.
6. Parents or legal guardians are welcome to observe any DPC-sponsored activity involving their Minor.
7. No DPC Volunteers, Compensated Workers, or Staff shall physically search or authorize the physical searches of Minor.
8. No physical force should be used with Minors except in self-defense or when deemed necessary to prevent possible injury. Regular Volunteers and Compensated Workers shall coordinate with Staff and work in teams to deal with any significant discipline problems.
9. A parent or guardian is responsible for ensuring that a Minor is not dropped off or left alone in any location in the church building. Pick up of Minors up to and including 2nd grade (e.g., Nursery, Children’s Church or Sunday School) shall only be by the Minor’s parent or guardian unless written or verbal notification is provided.
10. All planned overnight DPC activities involving Minors must (a) be approved in advance by the DPC Pastor Overseeing All Children’s Ministries (who must also approve the Occasional Volunteers, Regular Volunteers, or Compensated Workers who attend such an activity); and (b) require a signed permission statement from parents or guardians of the participating Minor in a form approved by DPC. Depending on the nature of the activity and the age of the Minor, other DPC-sponsored activities that occur away from DPC premises may require signed permission statements and must be approved in advance by the DPC Staff in charge of such program.

PROCEDURES FOR REPORTING INCIDENTS OF ABUSE

1. Incidents of Abuse that occur or are reasonably believed to have occurred at DPC or at any event or program sponsored by DPC, shall be reported as soon as possible to the county Department of Social Services (DSS) or to a local law enforcement agency. Any such incident must also be reported to the DPC Staff person directly responsible for the area of ministry who, in turn, will inform the Church Executive and the DPC Pastor Overseeing All Children's Ministries. The Staff and/or Church Executive shall make a report or verify that a report has been made to appropriate authorities.
2. Reports to DSS and/or local authorities can be made orally, by telephone, or otherwise. Reports from persons requesting to remain anonymous shall be made by telephone in the presence of a witness of the reporter's own choosing to verify the filing of the oral report. Such a witness may include the DPC Staff person directly responsible for the area of ministry involved.
3. DPC intends to follow and comply with South Carolina law concerning reporting of Abuse. DPC Staff may have additional legal requirements for reporting other incidents of abuse or neglect and must follow whatever legal requirements applicable to them in addition to whatever is set forth in this Policy.
4. No DPC member, leader, pastor, Staff, Volunteer, or Compensated Worker is authorized to conduct an independent investigation or develop a separate and different reporting structure in lieu of following these reporting procedures or following applicable law.
5. DPC retains the right, in its sole discretion, to also conduct its own investigation into an investigation, commission an independent investigation, or retain authorized and trained third parties to conduct an investigation when circumstances warrant and pursuant to the guidance of DPC legal counsel. Only the Church Executive, with the approval of the Session, can authorize such an investigation on behalf of DPC. Under no circumstances should such an investigation occur in lieu of otherwise following these reporting structures or following applicable law.
6. The following may be useful in the reporting of any incidents:

Greenville County Law Enforcement: 864.271.5210

Greenville County Department of Social Services (DSS): 864.467.7700

Julie Valentine Center
2905 White Horse Road
Greenville, SC 29611
Hotline: 864.467.3633
Phone: 864.331.0560

PROCEDURES FOR RESPONDING TO QUESTIONABLE CONDUCT

All members of DPC, Staff and other adults participating in DPC programs or on DPC premises, including but not limited to Regular Volunteers, Occasional Volunteers, and Compensated Workers are encouraged to be (a) sensitive to the potential for Abuse even if Abuse has not been witnessed directly; (b) appropriately intervene and/or caution individuals involved or planned to be involved in what seems like questionable behavior or violations of the Policy; (c) report questionable behavior to the DPC Staff person directly responsible for the specific area of ministry involved, even though the observed act may not constitute Abuse.

PROCEDURE FOR RESPONDING TO ABUSE ALLEGATIONS

1. Facts and circumstances of an Abuse incident or any report of Abuse shall be documented using the “DPC Suspected or Observed Child Abuse” form. Concurrently with the notification to DSS (refer to “Reporting Procedures”), the DPC Staff person directly responsible for the area of ministry involved or the Senior Pastor shall be notified of the incident of Abuse. In the event the person making the report wishes to remain anonymous or otherwise prefers not to document the report, the DPC Staff person or Senior Pastor notified of the incident shall document the report.
2. The Church Executive or designee shall be responsible for attempting to secure the safety of the potential victim in cases where DSS is not in custody of the potential victim, for immediate notification of parents/guardian of the potential victim, and for notification of the person accused of the Abuse. The safety of the potential victim must be safeguarded *before* contacting the person(s) accused of Abuse.
3. In the event any in-depth investigation becomes necessary, it shall be carried out by DSS and/or appropriate law enforcement personnel and not by church personnel.
4. Persons accused shall be immediately relieved of further responsibilities involving direct contact with Minors at DPC until any investigation is completed and the allegations are cleared *or* charges are formally brought against the accused. If charges are made, the Session shall consult with the accused regarding future responsibilities. DPC retains the right to take action or otherwise make findings even if no formal criminal or other charges are brought.
5. The Church Executive or his designee shall immediately report incidents of Abuse to legal counsel for the church, the liability insurer for the church and the Session or the committee of the Session designated to receive and address any such reports.
6. The Church Executive or his designee shall document all steps taken in the course of handling the incident or report at the direction of legal counsel. The documentation shall be kept in a confidential file maintained by DPC.
7. All parties involved in the incident or reasonably suspected incident, including the accuser, the accused, and the victim, shall be treated with dignity, support, and love. Confidentiality of all persons involved shall be safeguarded to the fullest extent appropriate under the circumstances.

8. The Senior Pastor or Church Executive (or some other person specifically designated by the Session) shall be the sole spokesperson for DPC insofar as media inquiries are concerned.



Annual Child Protection Policy Recertification Form

I certify that I have read, understand, and agree to follow the Child Protection Policy of Downtown Presbyterian Church.

I also certify that I have read, understand, and agree to follow the particular policies that are related to my area of service in Children's ministries.

I certify that I have not been convicted of any charge involving or relating to Abuse.

If I have any questions, I should direct them to the Staff member in charge of the program for which I am working/volunteering or to the Pastor Overseeing All Children's Ministries.

Name: _____ Date: _____

Signature: _____



Report of Suspected or Observed Child Abuse

Minor's Information

Name:

Date of Birth:

Address/City/State/Zip:

Name of Parent(s)/legal guardian(s):

Phone Number:

Incident Information

Date of Incident:

Time of Incident:

Location of Incident:

Parties Involved:

Additional Witnesses (include contact information):

Description of the Incident:

What physical evidence, if any, is there of the Abuse?
(If possible, this evidence should be preserved and turned in with this report.)

Name of the alleged perpetrator (if known; if unknown, please explain):

Date of Birth:

Phone Number:

Address:

Please include any additional information regarding the incident or situation:

Reporter Information

Name:

Signature:

Position:

Date of report:

Phone number of Reporter to be reached if there are any questions:

This Incident Report Form is being reported to the following person:

Name:

Position:



CONFIDENTIAL Incident Conclusion Form

***Attach original DPC Report of Suspected or Observed Child Abuse report**

***PREPARED AT THE DIRECTION OF DPC LEGAL COUNSEL. SUBJECT TO ATTORNEY CLIENT AND WORK PRODUCT PRIVILEGES**

Original Incident Information

Date of original incident report:
Name of Child involved in incident:
Name of Parent(s)/legal guardian(s) of Child:
Date of Incident:
Time of Incident:
Location of Incident:
Parties Involved:

Additional Witnesses:

Incident Conclusion

List all individuals and agencies to whom the incident was reported:

Description of incident investigation:

Outcome of the investigation:

List any legal ramifications of the incident:

List any church-related ramifications of the incident:

Describe the plan to care for the alleged perpetrator:

Describe the plan to care for the alleged victim:

Describe any changes that have been made to church property or the Downtown Presbyterian Church Child Protection Policy as a result of this incident:

Are all parties involved in agreement that the incident is concluded?

If not, please describe the circumstances.

Signatures of all parties involved, as appropriate:

Reporter Information

Name:

Signature:

Position:

Date of conclusion report:



Compensated Worker Application

This application is to be completed by all applicants involving the supervision or custody of Minors. It is being used to help the church provide a safe and secure environment for Minors who participate in our programs and use our facilities. All information provided will be kept confidential.

Personal Information

Name _____
Last First Middle

Present Address _____

Telephone _____ Email _____

If you are a student, please also give permanent or home address:

Previous Work Experience (please use back of sheet if more space is needed)

	Employer	Supervisor (name and phone number)	Type of Work	Dates
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

Work Experience with Minors

(please also include all experience working with children in a church setting)

Nursery Age(s): _____ Other Age(s): _____

Describe experience: _____

Are you child/infant CPR certified? _____ Any other relevant certifications relating to child care? _____

Educational Background

please list education (high school and beyond: institution, degree received or striving toward)

Personal References

Please give the names of two adults (over eighteen) **outside of your family** that we may call, who know you and would recommend that you work with Minors.. Be sure to include their telephone numbers.

Name _____ Name _____
Email _____ Email _____
Telephone _____ Telephone _____

Why are you interested in working for DPC?

Confidential Background Information

Have you at any time ever:

- Been convicted of, or pleaded guilty or no contest to, any crime? Yes No
- Engaged in, or been accused of, any Child or Minor molestation, exploitation, or Abuse? Yes No

If the answer to these questions is “yes,” please explain in detail (attach a separate page as necessary):

Are you aware of:

- Having any traits or tendencies that could pose any threat to Children, Youth, or others? Yes No
- Any reason why you should not work with Children, Youth, or others? Yes No
- Anything that would prevent or inhibit you from performing the essential functions of this job, including working with and caring for Children ages 0-18 yrs, with or without reasonable accommodation? Yes No

If the answer to any of these questions is “yes,” please explain in detail (attach a separate page as necessary):

Are you a member of any church? _____ If yes, name of church: _____

Do you object to us contacting the pastor of this church as a reference? Yes No

If "yes" please explain below. If "no" please provide name, address and phone number of pastor:

DPC Compensated Worker Verification and Release

I recognize that Downtown Presbyterian Church (DPC) is relying on the accuracy of the information I provide on the Compensated Worker Application form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I authorize DPC to contact any person or entity listed on the Compensated Worker Application form, and I further authorize any such person or entity to provide DPC with information, opinion, and impressions relating to my background or qualifications.

I voluntarily release the organization and any such person or entity listed on the Compensated Worker Application form from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary.

I have carefully read the DPC Child Protection Policy and other procedures of the organization, and I agree to abide by them and to protect the health and safety of the Minors assigned to my care or under my supervision at all times. I understand that if I have any questions about the Child Protection Policy, I should contact the Staff member responsible for the specific children's ministry or the Pastor Overseeing All Children's Ministries.

Printed Name: _____

Signature: _____ Date: _____

(Please read this document carefully before you sign it)

I UNDERSTAND THAT THIS FORM DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT FOR A DEFINITE PERIOD. ANY WORK WITH DPC IS AT-WILL, FOR NO DEFINITE PERIOD, AND MAY BE TERMINATED BY DPC OR ME, AT ANY TIME AND FOR ANY REASON OR FOR NO REASON, FOR CAUSE OR WITHOUT CAUSE, AND WITH OR WITHOUT PRIOR NOTICE.



Regular Volunteer Application

This application is to be completed by all applicants involving the regular supervision or custody of Minors as defined in the DPC Child Protection Policy. It is being used to help DPC provide a safe and secure environment for those Minors who participate in our programs and use our facilities.

Personal Information

Name _____
Last
First
Middle

Address _____

Telephone _____ Email _____

Age range: 18 or younger 19-25 26 or older

In which Nursery/Children/Youth program(s) do you want to become involved? _____

What skills would you bring to the program(s)? _____

What other Nursery/Children/Youth work experience do you have? (Please list)

Organization	Program	Dates	Contact
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Confidential Background Information

Have you at any time ever:

- Been convicted of, or pleaded guilty or no contest to, any crime? Yes No
- Engaged in, charged with, arrested for, or accused of, any Child molestation, exploitation, or Abuse? Yes No

If the answer to these questions is “yes,” please explain in detail (attach a separate page as necessary):

Are you aware of:

- Having any traits or tendencies that could pose any threat to Children, Youth, or others? Yes No
- Any reason why you should not work with Children, Youth, or others? Yes No
- Anything that would prevent or inhibit you from performing the essential function of this job, including working with and caring for Children ages 0-18 yrs, with or without reasonable accommodation? Yes No

If the answer to any of these questions is “yes,” please explain in detail (attach a separate page as necessary):

Church Activity

What church or churches have you attended in the past five years?

Church name	Pastor’s name	Years attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

References (other than relatives). Please provide at least two.

Name/Relationship	Address/Email	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Regular Volunteer Verification and Release

I recognize that Downtown Presbyterian Church (DPC) is relying on the accuracy of the information I provide on the Regular Volunteer Application form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I authorize DPC to contact any person or entity listed on this application, and I further authorize any such person or entity to provide DPC with information, opinion, and impressions relating to my background or qualifications.

I voluntarily release DPC, its Staff, and the organization and any such person or entity listed on the application form from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary.

If I am hired, I understand and acknowledge that this authorization shall remain on file and shall serve as an ongoing authorization for DPC, its agents, and/or retained consumer reporting agencies to conduct background checks on me and/or to procure consumer Reports and/or investigate reports about me at any time during my work for DPC.

I have carefully read the DPC Child Protection Policy and other procedures of the organization, and I agree to abide by them and to protect the health and safety of the Minors assigned to my care or under my supervision at all times. I understand that if I have any questions about the Child Protection Policy, I should contact the Staff member responsible for the specific children’s ministry or the Pastor Overseeing All Children’s Ministries.

Printed Name: _____

Signature: _____ Date: _____

(Please read this document carefully before you sign it)