



# Children's Ministry Policies & Procedures

---

Children's Ministry Administrator: Chillie Sanchez

# FAITH FORCE CHILDREN'S MINISTRY POLICIES

These policies are intended to protect both the children and volunteer workers, to eliminate all opportunities of harm to the children and to avoid all possible appearances of improper conduct. All Faith Force workers are expected to adhere to the following policies, regardless of their area of ministry. ANY EXCEPTIONS TO THESE POLICIES MUST HAVE THE PRIOR PERMISSION OF THE CHILDREN'S MINISTRY ADMINISTRATOR.

## 1 Volunteer Qualifications

- A. All volunteers should be regular attenders of the church for at least six months before being appointed to any leadership position in the children's ministry.
- B. Read the Volunteer Guidelines and Procedures.
- C. Complete any necessary training.
- D. All volunteers in Faith's Force must have a current signed application on file with the church.

## 2 Leaders, Teachers and Helpers

- A. Regular church attendance
- B. Being an example to the children in Christian conduct and service
- C. Praying weekly for the children and the lesson
- D. Lesson preparation
- E. Punctuality: showing up 15 minutes before class
- F. Notifying the lead teacher or children's ministry director of absence in advance
- G. Keeping room clean, returning materials to resource center, closing up room
- H. Taking attendance
- I. Continuing education: attending potluck/workshop twice a year, provided by children's ministry director
- J. Work towards building relationships with those in your class room
- K. Develop a good teacher/parent relationship

## 3 Parents in the Room

One of our primary values of Faith Force is to provide a safe environment for children each week. A parent may choose to stay with his/her child during the service to observe the environment or comfort the child. Parents are always welcome to visit, but they must follow the Faith Force Procedures. They must be checked in as a visitor and receive a guest name tag. Since they do not have an application on file, they are not allowed to be alone with, lead children in activities or small groups or care for any child other than their own.

## 4 General Wellness Guide

To ensure the health of children and volunteers, we ask that sick children do not attend Faith Force. The committee on control of infectious diseases of the American Academy of pediatrics recommends that a child should not leave home when any of the following symptoms exist:

- A. Fever over 100.4 degrees

- B. Vomiting or diarrhea within the last 24 hours
- C. Any symptoms of childhood diseases such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
- D. Common cold, including colored runny nose
- E. Sore throat
- F. Croup
- G. Any unexplained rash
- H. Any skin infection-boils, ring worm, or impetigo
- I. Untreated pink eye or other eye infection
- J. Any communicable disease
- K. Lice, including presence of eggs or nits

These are the guidelines that we follow and we expect that a child or volunteer be free of fever for 24 hours before coming back to Faith Force.

## **Substitutes and Sickness**

If you are unable to work on your scheduled day, you are responsible for finding a replacement for switch with someone. Let the lead teacher know that a change has been made. If you are unable to find a replacement, then call the lead teacher. If you become sick within 24 hours of your day to serve and are unable to find a replacement, please notify the lead teacher as soon as possible, who will make necessary arrangements? Lead Teachers contact Children's Ministry Administrator.

# FAITH FORCE CHILDREN'S MINISTRY PROCEDURES

## 1 Application Procedures

- A. A volunteer application is available from the Children's Ministry Administrator or in the back of the Children's ministry Manual. EVERY Faith's Force Volunteer must complete and turn in a signed application.
- B. Background Checks: Security background checks for persons 18 years and older, including a search for criminal history, may be conducted through an agency authorized to perform security background checks. The results of the security background checks will be reviewed by the Children's Ministry Administrator.
- C. Confidentiality: all personal information voluntarily disclosed, the result of the security background check, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements, will be considered confidential. The written results of the security background check initially will be reviewed by the Children's Ministry Administrator and, if need be, the Senior Pastor may be consulted. Without written permission the information disclosed in the Confidential portion of the application and the security check will only be disclosed to the Children's Ministry Administrator or Senior Pastor.
- D. Storage of confidential records: The Children's Ministry Administrator will maintain a secure storage facility in the office for all volunteer applications and results of all security background checks. Only the Children's Ministry Administrator will have access to these files.
- E. Volunteers are reviewed annually for re-appointment to their current or new position.
- F. All volunteers must have the approval of the Children's Ministry Administrator before being placed in any position of ministry to children.
- G. Volunteers that are not approved for working with children for one reason or another, will be graciously assisted in finding another place of ministry in the church.

## 2 Volunteer Identification

- A. All Faith Force Volunteers must wear an ID badge when serving our Children's Ministry. Please make this a high priority!
- B. If you forget or lose your ID, please put on a temporary one with your name on it.
- C. The purpose of the ID is not just that people know your name, it is a security measure and helps present a professional image to parents dropping off their children.
- D. Please do not allow unauthorized individuals into your classroom, or trust children to their care. Please direct them to a staff member instead.
- E. Parents and guests who are not regular volunteers must check in and receive a guest name badge.

## 3 Student Volunteers

- A. Check in with the Lead Teacher at least 15 minutes before the service begins.
- B. Follow the direction of the Lead Teacher at all times.
- C. You must stay in the classroom until the service is over and most of the children have been checked out.
- D. Let Lead Teacher know you are leaving.
- E. You must attend the service during the time that you are NOT volunteering.

## 4 Child Registration and Check-In

Our goal is to safely and quickly check each child in a friendly manner. This is often the most stressful part of a parent's morning at Faith Church and is an important moment to make a positive impression. All regular attenders and first time guests will check in at the check-in station.

- A. Parents should be reminded to take their child to the restroom before checking them in. We will take their child to the restroom, but it is easier to do this in advance.
- B. First time guest will fill out a registration card and receive a sticker with a unique number, the child receives the other half of the sticker. People working at the registration table will be able to walk first time guest to the appropriate environment and introduce them to one of the teachers.
- C. Regular attenders (those that have previously filled out the registration card) do not need to fill out the card again. They can simply fill out the attendance sheet and proceed to the appropriate environment.
- D. People working at the registration table will make sure that registration name tags are correct and match with their counterparts.
- E. Parents will then hand over their child to the registration workers, who then will walk them over the appropriate environment.

## 5 Classroom Guidelines

- A. All visiting children must be registered upon their first visit.
- B. Classrooms and teaching areas should never be locked while in use.
- C. Each door of a classroom should have a window. If there is no window, the door should be left open. Sight lines through each window should remain unobstructed at all times. West Campus - if it is too cold for your door to be open, then make sure one of your front windows is not covered by the curtain.

## 6 Dismissal Procedures

- A. Children through 3rd grade must remain in the classroom until picked up by a parent, unless they are being led from West Campus to main campus.
- B. 4th & 5th graders may be dismissed on their own. Keep in mind that some parents may ask for their child to stay in the room until they come to get them.
- C. All other activities - children must be dismissed to parents.
- D. Volunteers at the door of each classroom will match the name on the registration name tag to the parents' counterpart.
- E. In the event that a parent loses the counterpart, that parent will wait until all other children are picked up. They will be required to show identification to the Lead Teacher or Children's Ministry Administrator and fill out a lost tag form.
- F. **LATE-ARRIVING PARENT FOR PICK-UP:** If a child remains in Faith Force after all of the other children have been picked up, the "two adult rule" must be maintained and you need to contact the Children's Ministry Administrator. This is for the benefit of the child, adults and church.

## 7 Visible Ministry Policies

- A. **At least 2 workers should be present at all times.**
- B. If a child arrives early, prop the door open and remain visible.

- C. Doors without windows should never be closed completely when children are inside with adults. West Campus - keep your front windows clear of curtains.
- D. When holding a private talk with a student, especially of the opposite sex, be sure to sit in view of an open door or window.

## 8 Physical Touch & Affection Guidelines

Physical touch and affection are important to a child's physical and emotional development. It is an essential responsibility in nurturing lives. However, there is obvious danger with inappropriate touch or affection, either intentionally or inadvertently, in children's ministry. 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 display of God's Love.

- A. All physical affection needs to be in the presence of other workers.
- B. Physical touch or affection should be brief in nature, and never on a child's private parts.
- C. Do not touch the areas normally covered by a swim suit.
- D. Preteen and older girls should be hugged from the side.
- E. Do not allow children to sit on your lap.
- F. When approached by a child physically, do not reject the child, but guide their affection to an appropriate contact. Hugs are easily shifted.
- G. To offer encouragement or affirmation to a child, we suggest you do one of the following:
  - a. Pat on the head
  - b. Give'em five
  - c. Listen to what they say
  - d. Speak words of encouragement
  - e. Give them a thumbs up
  - f. Tell them what a great job they are doing
  - g. Give side hugs, instead of front hugs

Thank you for being "above reproach" in this area and having a cooperative spirit.

## 9 Bathroom Procedures

Please follow these procedures while taking children to the bathroom:

- A. Children in grades 4-5 may be sent in pairs to the restroom without adult supervision. Teachers should monitor this situation closely.
- B. A same gender adult walks the child to the bathroom. The "two adult rule" is applicable if attending to a child how is in the bathroom.
- C. If a child needs help, keep the door open and assist him or her, maintaining the "two adult rule".
- D. An adult should enter the bathroom to check to see if any adults are already in the bathroom. Ask child to wait outside while checking. The only adults in the bathroom are children's workers.
- E. If another adult is in the bathroom, he/she should be asked by the Faith Force volunteer to leave as soon as possible so the child can use the bathroom in private.
- F. Once the bathroom is clear, the adult volunteer should wait outside the bathroom door in the hallway with the bathroom door slightly ajar unless a child needs assistance. In this case, please follow the "two adult rule".

- G. If special help is required (young child or medical conditions that require help) another same gender adult should be a witness.
- H. In bathroom emergencies - use disposable gloves when handling soiled clothing. Soiled clothing should be placed (un-rinsed) in a plastic bag and labeled with the child's name.

## 10 General Wellness Guide

To ensure the health of children and volunteers, we ask that sick children do not attend Faith Force. The committee on control of infectious diseases of the American Academy of pediatrics recommends that a child should not leave home when any of the following symptoms exist:

- L. Fever over 100.4 degrees
- M. Vomiting or diarrhea within the last 24 hours
- N. Any symptoms of child hood diseases such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
- O. Common cold, including colored runny nose
- P. Sore throat
- Q. Croup
- R. Any unexplained rash
- S. Any skin infection-boils, ring worm, or impetigo
- T. Untreated pink eye or other eye infection
- U. Any communicable disease
- V. Lice, including presence of eggs or nits

These are the guidelines that we follow and we expect that a child or volunteer be free of fever for 24 hours before coming back to Faith Force.

## 11 Minor Accidents

- A. **FIRST AID** kits are located in in the cabinet in every room. Ice is located in the freezer in the kitchen for emergencies.
- B. Report any hazardous situations to the leadership immediately and correct if safe and or possible.
- C. If a child is injured in any way, please notify your ministry leader and fill out an Accident Report. Accident reports are available in Children's Ministry Administrator's box in a purple folder. All accidents must be reported to parents. Please give the accident report to Children's Ministry Administrator.
- D. Deal with the injury right away. Do not get the parents unless absolutely necessary. However, do tell the parents about the injury when they pick up their child, regardless of how minor the injury. If the parent reacts negatively, it is wise to inform Children's Ministry Administrator so that she is prepared for a call, having heard your side of the story already.
- E. The person who witnessed the accident needs to fill out an **INCIDENT REPORT** before leaving for the day. Record the situation and details to the best of your recollection. Be honest with the parents about the situation that occurred; reassure them of our desire to provide the best care possible. Recognize that parents may be upset but do not let that deter you from being honest with them. Do not offer medical advice to parents. Simply offer your apology or concern.
- F. Lock boxes will be provided in every cabinet of every room. These are to be used for medication for a child whose parents have filled out a **MEDICATION AUTHORIZATION FORM**. See notes on Medication.

## 12 Major Accidents

In case of a serious emergency involving broken bones, convulsions, fainting, unconsciousness, or other serious injury, follow these procedures:

- A. Keep calm and keep children and the injured as calm as possible.
- B. DON'T MOVE THE INJURED CHILD.
- C. Send a fellow teacher for help. NEVER LEAVE THE CHILD ALONE.
- D. The person in charge will call 911 after assessing the situation.
- E. Contact Children's Ministry Administrator.
- F. Co-workers should then return to help in removing other children in the department from the scene of the accident.
- G. Children's Ministry Administrator will locate the parents and advise them of the condition of the child and procedure suggested by medical personnel.
- H. As soon as possible the leader should return to the classroom to see that the other children remain calm and reassured.
- I. An incident/accident form should be written as soon as possible with specifics of medical personnel recommendations and name of hospital where they were taken.

## 13 Medication

Faith Force staff and volunteers WILL NOT administer any medication except in life threatening situation when there is not enough time for a parent to come to the room and give it. In a situation where a child has a potentially life-threatening condition and medication may need to be given, a **MEDICATION AUTHORIZATION FORM** should be completed and signed by the parent. Each time a parent drops off a child and his/her medication, clear directions must be written out **BY THE PARENT** outlining the symptoms present when medication is needed and how it is to be dispensed. The form is to be given directly to the Lead Teacher by the parent so the Lead Teacher can read the directions and ask for clarification if necessary. The signed form is to be turned in to Faith Force for their records.

## 14 Disabled Children

Special needs children are to be a part of the whole, not separated from the group. The child is to be included in all activities offered. Any child who needs assistance in being able to participate within Faith Force or for the protection of them and others needs someone to oversee their care. The child will be matched with a volunteer to one-on-one within Faith Force to give them the best experience possible for learning about God's love.

## 15 Suspicious Activity & Reporting Violations or Suspected Abuse

In order to maintain a safe environment for all children, all persons must be aware of their individual responsibility to report any questionable circumstance, observation, admission, or situation which endangers or threatens children. All reports of suspicious activity by a volunteer should be reported to the Children's Ministry Administrator. Should the activity of concern involve a paid church employee, the matter shall be reported to the Senior Pastor. Pending the outcome of an investigation, all information pertaining to the alleged incident should be kept confidential. A mere allegation of improper behavior by a volunteer will not be treated as an actual occurrence pending the completion of the investigation and the church will take steps necessary to protect the integrity of the volunteer involved.

- A. During service children are not allowed to wander around the campus. If you see a child who is not in an appropriate place, please approach them or contact a staff member. We will take the child to their class or to their parent.
- B. If you see an adult wandering around the building, please ask if you can help them find their way.
- C. Reporting Abuse:
1. In the event anyone personally witnesses an occurrence in violation of the policy, that person will be asked to complete an incident Report. All efforts at handling the incident should be documented. Anyone witnessing such an occurrence should consider the following recommendations as to how such a situation should be handled to insure the safety of the child and to protect against physical, emotional or psychological injury to all persons involved.
    - All incidents shall be reported immediately to the Children's Ministry Administrator or to the adult leader in charge of the event or activity. The incident must be reported by the staff member to the Senior Pastor within 24 hours of the staff member being made aware of the incident.
    - The parents must be notified by the Children's Ministry Administrator within 24 hours of the staff member being made aware of the incident.
    - The Children's Ministry Administrator or Senior Pastor must immediately report the incident to the church insurance company, church attorney and denominational officials.
    - The Children's Director or Senior Pastor will notify the proper civil authorities, as directed by the advisement by the church attorney.
    - The accused should not be confronted until the safety of the Child is secured, and only upon advisement by the church attorney.
    - Personally secure the safety of child, children, or youth. Do not leave the child while reporting the incident.
    - Do not personally confront the alleged or accused violator of the policy unless imminent injury or damage is present.
    - The Children's Ministry Administrator or another pastor will report the incident to the parents or guardians of the victim(s).
    - A duly authorized representative of Faith Church will be responsible for all communication on behalf of the church.
  2. In the event a child or youth reports alleged abusive conduct, regardless of where the conduct occurred, (at the church, offsite church event , or non-church event) the person initially contacted by the child must complete a written Incident Report which should include, as much as possible, the precise wording of the child or youth.
  3. In the event a child makes an accusation of abuse or neglect occurring in the child's home, the person initially contacted will report to the Children's Ministry Administrator for disposition of the matter.
- D. Response to the Accuser
1. Allegations should be taken seriously, and emotional support given to the accuser. The care and safety of the accuser is the first priority.
  2. All efforts should be made to reach out to the accuser and the accuser's family, extending whatever pastoral and professional resources may be needed.
- E. Response to the Accused
1. Treat the accused with dignity and support. He/she will be relieved of his/ her duties until the investigation is finished.
  2. Pastoral and /or professional resources should likewise be extended to the accused.

## **16 In Case of Fire or Other Emergency**

- A. Line up students by the door and take a head count. Lead Teacher will serve as the Point Person.
- B. Close windows and doors as you leave and take your class attendance or sign-in sheet with you.
- C. Know your exit route and quietly and calmly lead students out by proper exit.
- D. Proceed to an area away from the building.
- E. Once you have gotten clear of the building, take a head count and attendance.
- F. Return to building only after the "All clear" has been sounded.
- G. Please do not dismiss any students from outside.
- H. For the safety of the children - Parents may NOT get their child/children before the class has left the building.

## **17 Financial Reimbursement**

If you need supplies for your class, please contact the Children's Ministry Administrator. If you need to purchase an item for your class and would like to be reimbursed, you must receive permission from the Children's Ministry Administrator prior to your purchase. Permission is normally granted. Remember to turn in your receipt to the Children's Ministry Administrator.

## **18 Exceptions**

It is understood that circumstances may arise that necessitate the need for deviating from this policy. For such infrequent and unusual situations that are not easily classified elsewhere in this policy, the standards and spirit of the policy shall be recognized as being in force. Exceptions should be cleared with the Children's Ministry Administrator in advance (or) as soon as an unavoidable or uncorrectable deviation is observed. Please notify the Children's Ministry Administrator as soon as possible for your own protection.

## Child Abuse Definitions & Symptoms, Indicators of Abuse

The following is provided to help you identify an abused child in your ministry. Keep in mind that the following signs and symptoms do not guarantee abuse. What you should look for is constant patterns of the following. If you suspect abuse, notify the Children's Ministry Administrator immediately. The following definitions and chart list signs and symptoms of child abuse.

<b>Kinds of Abuse</b>	<b>Definitions</b>
<b>Child Abuse</b>	Any mistreatment or neglect of a child that results in harm or injury.
<b>Physical</b>	Purposely <b>injuring</b> a child by hitting, biting, shaking, kicking, burning or throwing objects.
<b>Emotional</b>	Consistent and/or extreme crushing of a child's spirit with verbal attacks, threats or humiliation.
<b>Sexual</b>	Any sexual activity with a child whether in the home or by a caretaker, including on the street by a person unknown to the child. The abuser may be an adult, adolescent or another child, provided the child is four years older than the victim.
<b>Neglect</b>	Willingly failing to provide for a child's emotional or physical needs: failing to offer guidance and supervision.

**Children may talk about being abused.  
Take what they say and any suspicions you have, seriously.**

## Signs and Symptoms of Child Abuse

Type:	Evidence:	Description:
<b>Physical Abuse</b>	Bruises	<ul style="list-style-type: none"> <li>• In or around the mouth</li> <li>• Bruising on arms, chest or face indicating tight gripping or shaking</li> <li>• Bruises of different colors indicating injuries of different ages</li> <li>• Two simultaneous black eyes without bruising to the forehead</li> <li>• Bruising showing the marks of a belt or implement or a hand print</li> <li>• Bruising or tears around the earlobes</li> <li>• Bruising to the head or soft tissue areas of the body</li> </ul>
	Bites	<ul style="list-style-type: none"> <li>• Human bite marks are oval or crescent shaped and leave a clear impression of teeth.</li> </ul>
	Burns and scalds	<ul style="list-style-type: none"> <li>• Burns with a clear outline are suspicious</li> <li>• Circular burns from a cigarette</li> <li>• Linear burns from hot metal rods or electric elements</li> <li>• Burns of uniform depth over a large area</li> <li>• Friction burns from being pulled across a floor</li> <li>• Scalds producing a water line from hot liquid</li> <li>• Splash marks around the main burn area caused by hot liquid being thrown</li> <li>• Old scars indicating previous burns</li> <li>• Any fracture in a child under 1 year old is suspicious</li> </ul>
	Fractures	<ul style="list-style-type: none"> <li>• Any skull fracture in the first 3 years is suspicious</li> </ul>
<b>Neglect</b>	<p>Often difficult to identify, neglect leads to the physical and emotional harm of a child</p>	<ul style="list-style-type: none"> <li>• Failure of a parent to provide adequate food, clothes, warmth, hygiene, medical care or supervision.</li> <li>• Failure of a child to grow within the normally expected pattern; they may show pallor, weight loss and signs of poor nutrition.</li> <li>• Failure of a parent to provide adequate love and affection in a stimulating environment. A child may look listless, apathetic or unresponsive with no apparent medical cause.</li> <li>• A Child may be observed thriving when away from the home environment.</li> </ul>
<b>Emotional Abuse</b>	Emotional abuse can also be difficult to identify	<ul style="list-style-type: none"> <li>• Low self-esteem</li> <li>• Apathy</li> <li>• Being fearful and withdrawn or displaying "frozen watchfulness"</li> <li>• Unduly aggressive behavior</li> <li>• Excessive clinging or attention seeking behavior</li> <li>• Constantly seeking to please</li> </ul>
<b>Sexual Abuse</b>	Physical Signs	<ul style="list-style-type: none"> <li>• Recurrent abdominal pain</li> <li>• Unexplained pregnancy</li> <li>• Difficulty walking and sitting</li> </ul>

	<ul style="list-style-type: none"><li>• Faecal soiling or retention</li><li>• Recurrent urinary tract infections</li></ul>
Behavioral Signs	<ul style="list-style-type: none"><li>• Knowledge unusual for the age of the child</li><li>• Sexually provocative relationships with adults</li><li>• Sexualized play with other children or hints in drawing or conversation</li><li>• Lack of trust or marked fear of familiar adults</li><li>• Sudden onset of soiling or wetting</li><li>• Severe Sleep disturbance</li><li>• Change in eating habits</li><li>• Social isolation and withdrawal</li><li>• Inappropriate display of physical contact between adult and child</li><li>• Poor concentration</li><li>• Reluctance to take part in the physical activity</li></ul>



Previous church volunteer experience:

---

---

---

---

Community affiliations dealing with youth/children (clubs, service organizations, ect.) List

Organization name, address, type of work performed and dates.

---

---

Please list additional training, education, and/or experience that may relate to this ministry:

---

---

## **Your Personal**

### **Relationship with Jesus Christ**

Please write your spiritual journey with the Lord so far

**My life before Christ:**

**How I came to know Christ as my Lord & Savior:**

**My Life after I received Christ:**

## CONFIDENTIAL SECTION

The remainder of this application is considered strictly confidential. It will be viewed and used only by those Faith Church staff members who are involved in making volunteer placement decisions. All completed applications are kept confidential and stay locked in the church office. If you prefer, you may choose not to answer the questions in this section, or you may discuss your answers in confidence with the Children's Ministry Administrator. Leaving any questions unanswered will indicate that a staff member will need to contact you for follow up.

Have you ever been exposed to an incident of child abuse or neglect? Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Is there currently any physical abuse, neglect, or unhealthy habits in your life or home?. Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

How do you (or did you) discipline your own children? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been accused, investigated, charged, arrested, or convicted of child abuse, sexual abuse, or sexual assault? Yes  No  If yes, please attach a separate sheet with details.

Do you have any other history that may be of concern as your Children's Ministry Application is being reviewed?  
\_\_\_\_\_  
\_\_\_\_\_

I am free from any disease that could be detrimental to children, such as typhoid, paratyphoid, hepatitis or other disease. Yes  No

## CONSENT AND WAIVER FORM

In consideration of my role with **Faith Evangelical Free Church of Rio Rancho, NM, its affiliates, integrated auxiliaries and supporting organizations, hereinafter "Faith Church"** and recognizing the importance of my character being above reproach, **I HEREBY CONSENT TO THE FOLLOWING:**

Allowing Faith Church to screen me through the New Mexico Department of Law Enforcement or any other national, state, county, municipal agency, or private firm for the purpose of accessing and reviewing New Mexico and national criminal history records, references, current or prior employment as well as any other historical or background records pertaining to me. This consent also authorizes all re-screening as deemed necessary by Faith Church.

---

**I HEREBY WAIVE, RELEASE, AND HOLD HARMLESS FROM LIABILITY** Faith Church, its staff, employees, volunteers, and agents with regards to any decision that it makes on my application for involvement with Faith Church based on the information I provide or that is obtained through the criminal history and background screening process.

**I CONSENT** to a copy of this CONSENT AND WAIVER FORM being furnished to any reference that I have provided to Faith Church and to any other person, organization, or entity that Faith Church deems necessary in connection with its investigation of my background, character, or qualifications.

1. Have you ever been found guilty of any crime? Yes  No
2. Have you ever been accused or charged with a crime or incident involving a child, the elderly, or the disabled? Yes  No
3. Have you ever struggled with any sin involving a child, the elderly, or the disabled?  
Yes  No
4. Have you ever been charged with a crime or misconduct at your workplace? Yes  No
5. Have you ever been accused of improper conduct by an employer or as a volunteer for any reason? Yes  No
6. Is there any other information that will be revealed through a background check?  
Yes  No

**If you answered "Yes" to any of the questions above, please provide a written explanation on a separate sheet of paper and attach it to this form. Please be prepared to discuss your answers with a pastor or overseer.**

By signing below, I agree to immediately inform Faith Church of any subsequent information, including my accusations, convictions, or other occurrences that relate to the areas of inquiry set forth above.

Print Name:

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Maiden (if applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License – **Please attach a copy:** \_\_\_\_\_

Address: \_\_\_\_\_

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

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

# AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK

I, \_\_\_\_\_, hereby authorize Faith Evangelical Free Church of Rio Rancho, NM to request the \_\_\_\_\_ police/sheriff's department to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release said police/sheriff's department from all liability that may result from any such disclosure made in response to this request.

Signature of Applicant: \_\_\_\_\_

Print Applicant's full name: \_\_\_\_\_

Print all other names that have been used by Applicant (if any):  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State issuing License: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_

Request sent to: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## References

Is there a pastor or elder at Faith Church who knows you?

---

Please give us two references whom we may contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to give you any information that they may have regarding my character and fitness for Children's Ministry. In consideration of the receipt and evaluation of this application by Faith Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively or individually, from any and all damages of whatever kind or nature that may at any time result to me, my heirs, or family, because of compliance or any attempts to comply, with this organization. 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 understand the responsibilities and all guidelines that pertain to the duties of a Children's Ministry Teacher/Helper and agree to uphold them.

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

If you are under the age of 18, you must have your parent/guardian sign this form:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only:

Date Interviewed: \_\_\_\_\_ Interviewer: \_\_\_\_\_

National Child Abuse Registry Verified? Yes  No

Call Confirmation Number: \_\_\_\_\_

Name of Operator/Date: \_\_\_\_\_

# FAITH FORCE INCIDENT REPORT

## General Information

Child's Name: \_\_\_\_\_ Parents Names: \_\_\_\_\_

Supervising Adults: \_\_\_\_\_

### Information on Incident

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Parents Notified by: \_\_\_\_\_ Time: \_\_\_\_\_

Describe the incident:

---

---

---

---

Describe the extent of the injury:

---

---

---

---

Describe the first aid and course of treatment:

---

---

---

---

Signature of person completing report: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Lead Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

# LOST NAME TAG

Child's Full Name: \_\_\_\_\_

Parent's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

ID Checked by: \_\_\_\_\_

# MEDICAL AUTHORIZATION FORM

Child's Full Name: \_\_\_\_\_

Parent's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Instructions:

---

---

---

---

---

---

---

---

---

---

I authorize a Faith Force adult volunteer to administer medication in case of emergency as described above.

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_