

Anchorage Baptist Temple Children's Worker Information Sheet

Full Name: _____
Last
First
M.I.

Maiden Name or Aliases: _____

Current Address: _____

Phone Number and Area Code: (_____)_____

E-mail: _____

In your own words, please describe how you became a Christian and why you believe you will go to Heaven when you die.

List any churches where you have worked or volunteered for Children's Ministry in the past.

Church Name, State	Position

List three (3) non-family references including their addresses and phone numbers.

Name	Address	Phone

WORK HISTORY (Begin with most recent employer – last five years):

Type of Work	Employer	Location	Dates

Please briefly describe your previous experience working with children:

CONDUCT

Circle yes or no to the following answers:

- Do you consume alcoholic beverages? Yes No
- Do you misuse prescription drugs, or take illegal drugs? Yes No
- Do you use tobacco products? Yes No
- Do you read, watch, or listen to sexually explicit material? Yes No

CRIMINAL HISTORY

Circle yes or no to the following answers:

- Have you ever been accused of a crime of any nature whatsoever? Yes No
- Have you ever been convicted of a crime of any nature whatsoever? Yes No
- Would you object to ABT conducting a criminal background check? Yes No

Have you ever been accused or convicted of the following:

- | | | |
|-------------------------------------|----------------------|---|
| Criminal Homicide | Indecent Assault | Aggravated Assault |
| Indecent Exposure | Kidnapping | Prostitution |
| Unlawful Restraint | Rape | Statutory Rape |
| Sexual Abuse | Corruption of Minors | Concealing Death of Child born out of Wedlock |
| Endangering the Welfare of Children | | |

If so which one(s)?	Where?	When?

This above information is a true accounting of information requested to the best of my knowledge.

Signature: _____ Date: _____

Policy Memo

Date: 2010 - 2011
To: All Children's Ministry Workers
Subject: Discipline of Children

The purpose of this memo is to state clearly the policy of Anchorage Baptist Temple relative to the touching, discipline, and physical restraint of children under our charge. No statement within this policy is intended to prevent or inhibit the exercise of reasonable and proper supervision/care of children who have been entrusted to us.

SECTION I

General Policy Statements

We acknowledge that physical touch between adults and children plays an important role in communicating love and acceptance to children to whom we minister. However, we are not naive about the potential and real harm done to children and their caregivers by one incident of improper touch. Therefore, all staff members and volunteer workers of Anchorage Baptist Temple will adhere to the following guidelines.

1. You are not the child's friend. You are his or her leader. You must always maintain your proper authority status.
2. Men in the church should not touch any child in the privates, on the buttocks, chest, or any other place that could be considered sexual touching or caressing.
3. Ladies should only touch young children (third grade and below) when necessary, and then only from the shoulders up.
4. No person should ever be alone with a child in a confined area (in a room with the door closed). There are no exceptions to this rule. Always have at least two adults present if one on one with a child.
5. Children should not be permitted to sit on any worker's lap.
6. Children's workers should not initiate a hug or kiss of a child and should attempt to avoid physical touch whenever possible.
7. Children should never stay overnight at a church worker's home.
8. Church nursery workers who deal with changing diapers should adhere to the following procedures:
 - a. Always wear rubber gloves. Change gloves after changing each child.
 - b. Never apply lotion or powder with your bare hand.
 - c. Never directly touch any child. A cloth or wipe should always be between you and the child. Under oath, you must be able to testify that you did not "touch" the child directly.
 - d. Only women are to change diapers.
9. Never assist a non-nursery age child who has wet or soiled his/her clothes. Instruct him/her on how to clean himself/herself, but do not assist him/her, as frustrating as that may be. You may hand him/her what he/she needs, but do not clean or wash the non-nursery age child. If possible, get a parent.
10. Do everything you can to keep the parents informed and involved in their child's activities at ABT. Remember that children are the responsibility of their parents and you cannot assume that responsibility

SECTION II

Discipline

Anchorage Baptist Temple ministers to well over 1,000 children every week. Statistically, we should anticipate that some of these children will misbehave in classrooms, hallways, bathrooms, and buses. It should not be a surprise when behavior problems arise because we are dealing with children and **all** children can be expected to misbehave at one time or another.

1. No staff member or volunteer worker of Anchorage Baptist Temple may inflict pain by grabbing, pinching, pushing, pulling, or striking a child.
2. Corporal punishment is the **responsibility of the parent, not our children's ministry workers.**
3. No staff member or volunteer worker may apply physical force in an attempt to coerce a child into compliance with rules or standards of conduct.
4. Physical force applied to children to get them to behave is assault and battery. Any person who does so is in violation of ABT's policy and is personally liable to criminal charges and civil suits. Do not apply physical force to get a child to conform to your wishes, expectations, or demands.
5. No staff member or children's worker may yell (**in anger**), or use abusive language to a child.
6. Anger is usually a reflection of an individual's loss of self-control. Self-control is a fruit of the Spirit. Loss of self-control means you are in the flesh and in the middle of committing sin.
7. Yelling to get attention (not in anger) is not desirable, but may at times be the only recourse open to you. However, avoid yelling if possible.
8. Abusive language diminishes the child's dignity and personal worth. Words such as "stupid," "brat," and all **profanity** are inexcusable under any circumstance. They are not to be uttered, even in a joking manner. Children are a heritage from the Lord, and they are not to be berated and belittled in any manner.

SECTION III

Physical Restraint

- A. Any staff member or volunteer worker of ABT may physically restrain a child who:
 1. Poses an immediate threat of injury or harm to himself.
 2. Poses an immediate threat of injury or harm to others.
 3. Poses an immediate threat of serious damage to property.
- B. In the unlikely event a child should require physical restraint, the following guidelines apply.
 1. Move quickly to immobilize hands by grasping at the wrists or forearms.
 2. If necessary, keep the child from kicking by restricting ankle movement.
 3. Protect child's head from injury on walls, floor, or furniture.
 4. Apply force only to the degree that is necessary to limit hands, feet, and head movement.
 5. Avoid excessive pressure, which may lead to unnecessary injury to the child.
 6. Always summon additional **adult** assistance if physical restraint is deemed necessary.
 7. Report incident to the appropriate staff supervisor (Assistant Pastor/Church employee) **immediately.**
 8. Staff supervisor will contact the parent of the child to explain incident.
 9. Write up an incident report describing in detail what occurred. List all available witnesses by name and phone number.
 10. Deliver written statement to appropriate staff supervisor within 12 hours of the occurrence.

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I acknowledge that I have read the foregoing statement regarding the policy on the "Discipline of Children" in the ministries of Anchorage Baptist Temple, and I agree to abide by these policies.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Anchorage Baptist Temple**  
**BACKGROUND INVESTIGATION CONSENT**

I, \_\_\_\_\_, hereby authorize Anchorage Baptist Temple and/or its agents to make an independent investigation of my background references, criminal, arrest, conviction, sex offender or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications for employment and volunteering now, and if applicable, during the tenure of my employment or volunteer period with Anchorage Baptist Temple. I release Anchorage Baptist Temple and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge:

*Full name (printed)*

*Maiden name or other names used*

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*Present Street Address* *How long?*

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*City / County / State* *Zip*

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*Former Street Address* *How long?*

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*City / County / State* *Zip*

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*Date of Birth*      *Social Security Number*      *Driver's License Number*      *State of License*

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*Signature* *Date*