



Children/Youth Workers Application

***Thank you for your interest in working with our children or youth
in the Children/Youth Ministries.***

Please read the enclosed information carefully and complete:

**After completing this information please turn it in to the church office or
a member of the Ministry Staff.**

Please allow 3-4 weeks for processing this application.



MacArthur Park Church of Christ Children/Youth Protection Policy

MacArthur Park loves kids. Our policy is to ensure the well-being of all Children and Youth. It has not been enacted as a result of a problem or concern, but because we are a church dedicated to ministering to Children and Youth and committed to being proactive in their safety.

Primary Features of our Protection Policy

- Use only Volunteers who have been screened through applications and background checks
- Use Volunteers who have been at our church 6 months or more
- Have at least 2 adults with our Children and Youth during classes and activities
- Provide visibility in our classrooms
- Provide training and information to our Volunteers about ensuring the well-being of our Children/Youth

1) Goal

To ensure the safety of our Children/Youth attending MacArthur Park sponsored programs and activities and protect the integrity of our adults

2) Applicability

This policy shall be applicable to all Children (age 0 to 5th grade) and all Youth (6th grade to 12th grade) and includes all persons less than 18 years of age. "Volunteer" shall be defined as any adult who spends time in MacArthur Park Church of Christ sponsored Children or Youth activities without pay. "Worker" shall be defined as any adult who is employed by the MacArthur Park Church of Christ to work in or with Children/Youth activities.

3) Enforcement

Church staff and Volunteers who supervise Volunteers and paid Workers are charged with the diligent enforcement of this policy. These persons are required to review and revise this policy on an annual basis.

Volunteers/Workers

4) Minimum Age

All Volunteers/Workers must be 18 years of age or older. Younger persons may assist adults, but may not take the place of adult Volunteers/Workers. The church may utilize responsible teens (under the age of 18) in positions with and under the direct supervision of an approved adult Volunteer/Worker.

5) Six Month Rule

All Volunteers/Workers must be active and participating members of the MacArthur Park Church of Christ for a minimum of 6 months. This time of interaction between our leadership and the applicant allows for better evaluation as to suitability of the applicant working with Children/Youth. This rule may be waived with authorization by appropriate ministry staff.

6) Screening

All applicants for Volunteer/Worker must complete an information sheet giving permission to check references and background information including a criminal background check. Applications will be submitted to the appropriate minister. All information provided shall remain confidential. Access to confidential information is afforded only to appropriate church staff on a need-to-know basis.

7) Transportation

Volunteers/Workers who will drive vehicles for MacArthur Park sponsored activities ('Drivers') must complete the transportation section of the Volunteer information form and submit a copy of their driver's license and insurance card for the office files before driving. All Drivers on church sponsored activities using personal vehicles, church owned vehicles or rented vehicles will abide by the following rules. MacArthur Park Church of Christ is not responsible for private travel arrangements to attend activities.

- All Drivers of church vehicles must be over the age of 21 and have the correct license for the vehicle they are driving as set forth by the Texas Department of Public Safety
- All doors will remain closed while vehicle is in motion
- Driver will use caution at all railroad crossings to look and listen for trains, and will not proceed until safe to do so
- Driver will report to the church office all citations issued for traffic violations within 48 hours of returning to MacArthur Park whether vehicle was personal, rented or church owned
- Driver will not consume any alcohol during the trip or within 24 hours before the trip
- Driver will keep use of cell phone to a minimum and prefer a hands free unit
- Driver will be aware and alert to danger zone areas when loading and unloading. Driver will make every effort to load and unload passengers so they do not cross in front of vehicle or traffic
- Driver will keep engine in normal operating range for oil pressure and engine temperature
- Driver will be responsible for seeing that all passenger and miscellaneous rules are enforced in cooperation with designated sponsors
- Driver will have the final responsibility for the safety and welfare of all passengers
- No firearms, fireworks or hazardous material of any type will be permitted in passenger area, luggage bay or any other area of the vehicle
- Appropriate staff will review a Driver's privileges periodically
- Please see the **MacArthur Park Church of Christ Transportation Policy** for more detailed guidelines on the use of church vehicles

Sponsor Rules

- Adult sponsor in addition to Driver will be required
- Driver will not be considered a sponsor while driving
- Sponsors will assist Driver with any requests
- Sponsors will remain awake and alert to surroundings
- Sponsors will help maintain behavior and noise level of all passengers
- Sponsors will correct inappropriate behavior of passengers
- Sponsors will check vehicle for cleanliness upon arriving at destination and take appropriate action if needed
- One sponsor will coordinate with Driver as to time schedule of trips, load time, departure time, destination and return time
- Sponsors will not suggest Driver overcome lost time in the event vehicle leaves later than expected

Passenger Rules

- All passengers will remain seated and facing forward while vehicle is in motion
- Passengers will refrain from roughhousing of any kind
- Passengers will refrain from throwing objects
- Passengers will refrain from screaming, yelling
- Passengers will wear seat belts when vehicle is so equipped
- Passengers will keep trash in receptacles and clean any spilled beverages

8) Proper Identification

It is requested that teachers and assistants working with children under 5th grade wear the church issued ID while on duty.

9) Acknowledgement of Policies

All applicants must acknowledge in writing that they understand the church's policies pertaining to the protection of Children/Youth and that they agree to abide by them. Signing and returning the Acknowledgement form will meet this requirement.

Supervisory Requirements

10) Safety of Children/Youth

It is the responsibility of all persons having contact with Children/Youth participating in church programs to promote the emotional and physical safety of the participants giving regard to all factors and circumstances known to them. If in their opinion an unsafe condition exists; such persons shall immediately take appropriate precautions under the circumstances to protect all Children/Youth. Nothing contained in any church policy, procedure or instruction shall be construed to relieve persons having contact with Children/Youth from this responsibility.

11) Two-Adult Rule

It is the policy of MacArthur Park that a minimum of two Workers will be in attendance at all times when Children/Youth are being supervised during a church activity regardless of the number of participants, location, or activity.

12) Children's Identification System

To reduce the possibility of kidnapping, MacArthur Park will maintain a guardian check-in/check-out system for on premises events/classes that have 0-5 years old students participating.

13) Observation of Children

Church activities should be scheduled in areas visible from adjoining areas. Such visibility shall be maintained by leaving blinds open and wherever possible, by leaving the door to the room open.

At no time will one adult meet alone with a Child/Youth in any room where the door is closed or in any area where they cannot be seen.

14) Ratio of Volunteers/Workers to Children/Youth

It is required that a reasonable ratio of adults to Children/Youth is maintained at all times. MacArthur Park has a goal of maintaining the following ratios of ministry Volunteers/Workers to Children/Youth whenever feasible. These ratios are goals. The church recognizes that in some circumstances, achieving these ratios may not be feasible (such as an unexpected number of Children/Youth showing up for an event).

Program	Volunteers/Workers	Children/Youth
Infants (0-9 months)	1	4
Toddlers (10-23 months)	1	6
Two Year Olds	1	8
Three Year Olds	1	9
Four Year Olds	1	10
K-5 th	1	10
6-12 th	As deemed appropriate for event	

15) Volunteer/Worker Training

Each new Volunteer/Worker will be given a copy of the Child/Youth Protection policy and asked to sign an Acknowledgement Form indicating that they have received and read both before they begin working with Children/Youth.

16) Dating or Sexual Involvement

No adult Volunteer is to date a Youth or be romantically or sexually involved with a Youth. Any adult with prior incidents of sexual misconduct may not be a Youth Volunteer or serve in any capacity of Children/Youth ministry. There are no exceptions to this guideline.

17) Touching Policy

Physical affection is important for the emotional development of our Children/Youth. It should be a response to the Child/Youth's need for comfort, encouragement, or affection. Touching and affection should only be given in the presence of other adult Volunteers/Workers. Physical affection should be age appropriate. (For example, it is generally appropriate for a three year old to sit in a Volunteer's lap but would not be appropriate for a teenager.)

18) Threats

All threats to kill or harm an individual, whether by Workers, Volunteers, Children or Youth or any other individuals will be taken seriously. The individual making the threat should be removed from the activity immediately. If that is impossible, then all effort should be made to remove the rest of the Children/Youth from the room as soon as it is safe. All incidents should be reported as soon as possible to the administrative minister.

19) Ministerial and Staff Oversight

The ministerial staff member responsible for each division shall coordinate with the respective ministry directors/coordinators to ensure ongoing supervision of all Volunteers/Workers. This should include regular unannounced visits into classes and other program sites.

20) Awareness of the Church Policy

The minister responsible for each division shall periodically review the definition of Child abuse and neglect as defined by law and the church's policy concerning these crimes. These reviews can be conducted either with Workers individually or in groups, at least once a year and following each change in or additions to such policies.

Discipline

21) Expectations for the Children/Youth

- Come to class with a positive attitude, ready to share and cooperate
- Reflect the attitudes of Christ to teachers and fellow students
- Realize that attending class is a privilege
- Respect your teachers and peers in action and speech

22) Expectations for the Parents

- Explain and reinforce the classroom rules to your Children/Youth
- Volunteer to teach, visit or have some presence in the Bible class programs
- Do not send your Child/Youth to class any earlier than 10 minutes prior to the start of Bible class. Pick up your Child/Youth within 5 minutes of the end of Bible class
- Realize that sending your Child/Youth to Bible class is a privilege

23) Expectations for the Teachers

- Do your utmost to insure a positive and interesting experience in each Bible class period
- Plan a variety of activities that will meet the different learning styles of the students
- Enforce the behavior guidelines consistently and fairly
- Be in your classroom 10 minutes prior to the beginning of Bible class and 10 minutes after the end of Bible class to monitor students
- Realize that teaching the Bible and sharing Christ's love with your students is a privilege

24) Discipline Procedure

- Step 1 – If a Child/Youth breaks a rule, the teacher will verbally warn him/her once
- Step 2 – If it is necessary to correct a Child/Youth again, removal of a privilege is appropriate. Parents should be notified
- Steps 3-4 - The Volunteer/Teacher must complete a written report of correction and the parent will be contacted by a supervisor or staff member for assistance in correcting the issue(s)

25) Employed Nursery Staff

Our nursery staff for babies from 6 weeks to 18 months is a paid position. All nursery worker applicants must complete this form, an application for employment, and review all the nursery policies and procedures.



REDUCING THE RISK POLICY

The disturbing and traumatic rise of sexual abuse of children and youth has claimed the attention of our nation and society. The following policies reflect the commitment of the MacArthur Park elders, ministers, and congregation to provide protective care for all children, youth, and volunteers who participate in church-sponsored activities.

The Goal: Do All We Can to Reduce the Risk

It is the goal of this congregation to reduce to the very minimum any risk of child sexual abuse occurring in conjunction with any MacArthur Park activity. To do this, we will make every effort to avoid placing anyone with a history of perpetrating sexual abuse in situations of close proximity with our children and youth. This will include careful screening of all paid and unpaid staff and volunteer workers by the elders and/or their representatives in order to accomplish this goal.

Rules for Reducing the Risk

All student ministries workers must carefully obey the following rules in order to provide adequate protection for our students and our workers:

The Two Adult Rule: Two adult supervisors will be present at all church activities involving children/youth, including Bible classes and activities outside the classroom. In the case of activities outside the classroom, it is preferred that one of the adults be a parent of one of the participating children/youth or, at a minimum, someone over 21 years of age.

Parental Permission: Students must have parental permission to participate in church-sponsored activities outside of Bible class.

Parental Consent: Staff and volunteers must obtain the consent of the student's parent or guardian before spending time with the student in an unsupervised situation.

Regular Education of Student Ministries Workers: Periodic educational meetings will be held for all student ministries workers to inform them about the dangers of sexual abuse, steps to take to avoid sexual abuse, and the penalties for being convicted of sexual abuse.

The Overnight Rule: The Two Adult Rule must be strictly applied to all church-sponsored overnight activities.

Nursery Identification: All children brought to the nursery will be clearly identified and released only to the child's parent or guardian or to someone specifically authorized by the parent or guardian at the time of check-in.

Membership Rule: All volunteers working with our children and youth must be members of the MacArthur Park Church of Christ for a minimum of three months to be an assistant and a minimum of six months to be a lead teacher or to sponsor an overnight activity.

Report Suspected Abuse Immediately: Suspected abuse of any student should be reported immediately to one of the ministers or elders. The report will be kept confidential. The elders or their representatives will investigate all suspected abuse situations, and the elders will determine any course of action deemed necessary.

The elders and ministers of the MacArthur Park Church of Christ have put this policy in place to ensure that all students at MacArthur Park receive the best possible protection from any form of sexual abuse. It is our hope and prayer that no one is ever abused in any way, especially while under the care of this church. We will make every effort to give our students the care and protection they deserve. All student ministries staff and volunteers are asked to read and abide by this policy statement.



Acknowledgement of receipt of

MacArthur Park Church of Christ Child/Youth Protection Policies

Statement

I have been given a copy of the 1)MacArthur Park Children/Youth Protection & 2)Reducing the Risk Policy.

I have read and understand both documents. I understand that my service as an employee of MacArthur Park or as a Volunteer/Worker who works with Children/Youth at MacArthur Park Church of Christ is dependent on my strict adherence to these policies.

Signature _____

Name _____

Please print

Date _____



**Children & Youth Ministries
Bible Class Teacher/Worker Application
AUTHORIZATION FOR BACKGROUND CHECK**

Please complete this form and return it to the church office. Thank you for volunteering. Though this application may seem lengthy, please understand it is for the protection and well-being of each child we minister to at MacArthur Park. Please return this form along with the "REDUCING THE RISK" form to the Children's Ministry Office.

Name: _____

Address: _____ City: _____

Zip: _____ SS # _____

Age: _____ Birthdate: ___/___/___

How long a member of church? _____

Email: _____

Cell Phone: _____ Home Phone: _____

Driver's License Number: _____

State License Issued: _____

Have you ever been convicted of a felony? ___Y ___N

If yes, please explain: _____

Have you ever been accused of sexual misconduct? ___Y ___N

How long a member at MacArthur Park? _____ years _____ months

Previous Church Home:

Please include address of Church & a contact person (minister or elder)

Bible Class Teaching Experience: (list location, grades/ages years below)

Other Experiences Working with Children/Youth: (VBS, Scouting, PTA, etc.)

List 3 References: (include ADDRESS, PHONE & RELATIONSHIP)

Areas of Interest:

Nursery Preschool Elementary Middle School High School

Teacher Assistant Summer Programs Resource Room Other

Please give a brief statement of why you would like to teach or work in the MacArthur Park Children/Youth Ministries:

I affirm that all information submitted on this application is true and correct. I hereby give my permission for the MacArthur Park Church of Christ and its representatives to check references which I have provided. I hereby give permission for MacArthur Park representatives to do a criminal background check. I fully understand that approval of this application is necessary for me to participate as a teacher or children's worker at MacArthur Park.

I also understand that MacArthur Park reserves the right to decline or revoke this application. I understand the importance of helping children to grow in the knowledge of God's truths, and if selected to serve as a teacher or children's worker I will execute my duties in a faithful and diligent manner.

Signature

___/___/___
Date