

# **“WE REALLY CARE”**

A CHILD AND YOUTH PROTECTION PROGRAM

## **Adult Application for Ministry With Minors**

June 2014



# HIGHLAND PARK BAPTIST CHURCH

## APPLICATION FOR MINISTRY WITH MINORS

Thank you for indicating an interest in working with children in one of our ministries. Here at Highland Park Baptist Church we are committed to providing an environment that, in addition to encouraging our children in their spiritual maturity, will:

1. Provide a safe and secure environment for our children and youth.
2. Protect volunteer workers from potential unfounded allegations of sexual abuse.
3. Limit the extent of our church's legal risk and liability due to sexual abuse.

To these ends we have adopted a process of "worker selection" for all those volunteers who will be working with minors (children under the age of 18).

**BECAUSE OF YOUR INTEREST IN WORKING WITH MINORS, WE ARE REQUESTING THAT YOU COMPLETE THIS APPLICATION AND RETURN IT AS SOON AS POSSIBLE.**

Answers to some questions you may be asking:

- **What is involved in the "worker selection process?"**

All volunteers who will be working with minors will complete the APPLICATION FOR MINISTRY WITH MINORS. This application provides the information used in the placement of the individual and authorizes both personal reference and criminal records checks to be conducted on an applicant.

- **How will it be determined whether an individual is approved to work with minors?**

We are committed to placing individuals, who have no record of previous conviction for child sexual or physical abuse; who have signed the Christian Workers commitment; and who meet the qualifications of the position for which they are applying.

Should information be received that is of concern, the individual will be asked to meet with a Highland Park Baptist Church staff member to clarify the sensitive issues prior to being placed in a position that relates to minors.

- **What about confidentiality?**

The completed *APPLICATION FOR VOLUNTEER MINISTRY WITH MINORS* and any subsequent information on the applicant will be available only to the Child Protection Secretary, designated Highland Park Baptist Church ministry staff members and, if deemed necessary, the Chairman of the Elder Board. Once the approval process has been completed, these documents will be maintained in a secure file location. You may use the enclosed envelope to mail your application or drop it off at the church office. **Please attach a photo copy of your driver's license with the application.** (We will be happy to make a copy for you in the church office.)

- **What can I do to help?**

Implement and enforce supervisory policies and procedure in your ministry area. Follow the "two-adult" rule (two adult supervisors should be present during any church activity). This rule reduces the risk of sexual molestation and also reduces the risk of false accusations of molestation by individuals seeking a quick legal settlement.

Obtain parental permission before taking minors on an activity away from the church (the two-adult rule must still be followed).

Use our Kid Check Child Protection procedure. Children should only be released to properly identified and pre-authorized adults.

Discuss suspicious behavior, allegations, or symptoms of child abuse immediately with your Highland Park Baptist Church staff representative. Any inappropriate conduct or relationships between an adult worker and a minor, should be reported to your supervisor, confronted immediately, and investigated.

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Scripture directs us to be above reproach. There is a cost in protecting our children. However, when compared to the impact that one case of sexual abuse would have to the lives of individuals and to our overall ministry, this cost is well justified.

THANK YOU for your cooperation and assistance in maintaining this standard of excellence in Children's and Youth Ministries.

**HIGHLAND PARK BAPTIST CHURCH  
ADULT APPLICATION FOR MINISTRY WITH MINORS**

**PERSONAL INFORMATION (PLEASE PRINT CLEARLY)**

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

Last

First

Middle

Present Address: \_\_\_\_\_ How Long? \_\_\_\_\_

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

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

Cell

Home

Email: \_\_\_\_\_

Previous Addresses for the last 10 years (address, city, state, zip)

\_\_\_\_\_ How Long? \_\_\_\_\_

\_\_\_\_\_ How Long? \_\_\_\_\_

Briefly describe your relationship with Christ:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a member of Highland Park Baptist Church? \_\_\_\_ Yes \_\_\_\_ No

Date of membership \_\_\_\_\_

Have you reviewed and are you in agreement with our church doctrinal statement? \_\_\_\_ Yes \_\_\_\_ No

**(Application continued on next page)**

**OFFICE USE ONLY:**

Application received: \_\_\_\_ Yes \_\_\_\_ No

Copy of Driver's License: \_\_\_\_/\_\_\_\_/\_\_\_\_

Training Class: \_\_\_\_/\_\_\_\_/\_\_\_\_

Training Completed by: \_\_\_\_\_

Signed Criminal Records Check Authorization: \_\_\_\_/\_\_\_\_/\_\_\_\_

Background Check Confirmation: \_\_\_\_/\_\_\_\_/\_\_\_\_

MI Offender Registry Check: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fingerprinting request & confirmation (if applicable): \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by: \_\_\_\_\_ WRC database \_\_\_\_ Outlook \_\_\_\_

**CHURCH ATTENDANCE AND EXPERIENCE**

List name, contact person and complete address of other churches you have attended regularly during the past 5 years. List all previous church work involving children and youth.

Church Name and Address	Type of work/position	Dates

**NON CHURCH EXPERIENCE**

Contact person/ Complete Address	Type of work/position	Dates

List any training, experience, or other factors that have prepared you for children or youth work:

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**MINISTRY PREFERENCE**

- Nursery       Early Childhood       Childhood       Sunday School       Churchtime
- Pioneer Girls       Boys Prime Time       AWANA       Junior High       Senior High

Please indicate the date you are available to begin: \_\_\_\_\_

If you prefer, you may refuse to answer the following question or you may discuss your answer in confidence with a pastor rather than answering them on this form. Answering yes or leaving the question unanswered will not automatically disqualify an applicant for children's or youth work.

Have you ever been accused or convicted of a crime involving sexual activity with a child?

- Yes       No (If yes, please explain on a separate page)

## APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give Highland Park Baptist Church any information (including opinions) that they may have regarding my character and fitness for children or youth ministry. In consideration of the receipt and evaluation of this application by Highland Park Baptist Church, I hereby release any individuals, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family on account of compliance or any attempts to comply with this authorization.

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

I wish to inspect any information provided about me by any person or organization in this application.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Applicant's Signature: \_\_\_\_\_

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

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

# REQUEST FOR CRIMINAL RECORDS CHECK AND AUTHORIZATION

I hereby authorize the Michigan State Police to release any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release said Police Department from any and all liability resulting from such disclosure. I understand that a periodic recheck of my records may be completed.

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Signature

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Print Name

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Print Maiden Name (if applicable)

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Print all Previous Names

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Date of Birth

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Place of Birth

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Current Driver's License Number

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Today's Date

Return to: Highland Park Baptist Church  
Attention: We Really Care Program  
28600 Lahser Road  
Southfield, MI 48034

**PLEASE attach a copy of your current driver's license.**